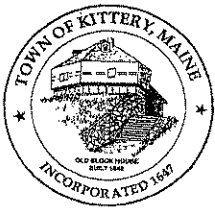


MATERIAL LIST FOR
FEBRUARY 10, 2014
COUNCIL AGENDA PACKETS

1. Copy of Agenda for the Feb. 10th, 2014 Regular Council meeting.
2. Copy of Town Manager's report to Council.
3. Copy of minutes from the January 27, 2014 Regular Council meeting and minutes from the Special Meetings of 1/30/12, 3/5/12, 3/19/12, 5/21/12, 7/2/12, 7/30/12, 9/19/12, 10/1/12, 10/29/12, 11/5/12, 11/19/12 and 12/20/12.
4. Copy of Report to Council regarding Alternative Procurement Method to enter into a contract with Layne Inliner LLC for the permanent repair of a sewer pipeline on Walker St.
5. Copies of amendments to Title 2, Administration and Personnel, Chapter 2.4 Personnel Positions Established and Chapter 2.5, Compensation.
6. Copies of proposed job descriptions for the Kittery Community Center.
7. Copies of Certificates of Settlement for balance due for tax years 2005-2013 along with copy of Certificate of Recommitment of the 2005-2013 tax assessment to Nancy Colbert Puff.
8. Copy of check in the amount of \$100 from Maine Alpha Delta Kappa Epsilon Chapter for the Kittery Community Center.
9. Copy of application form from Joyce Tobey for her re-appointment to the Mary Safford Wildes Trust.
10. Copy of application from George Dow for his appointment to the Economic Development Committee as a voting Business rep.



TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904
Telephone: (207) 475-1329 Fax: (207) 439-6806

February 10, 2014

Kittery Town Council
Regular Meeting Agenda
7:00 p.m.

Council Chambers

1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Roll Call
5. Agenda Amendment and Adoption
6. Town Manager's Report
7. Acceptance of Previous Minutes: Jan. 27, 2014 and Special Meetings of 1/30/12, 3/5/12, 3/19/12, 5/21/12, 7/2/12, 7/30/12, 9/19/12, 10/1/12, 10/29/12, 11/5/12, 11/19/12 and 12/20/12
8. Interviews for the Board of Appeals and Planning Board
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.
 - a. (020114-1) The Kittery Town Council moves to authorize, through an alternative procurement method, in accordance with Sec. 3.2.7 of the Kittery Town Code, for the Purchasing Agent/Town Manager to enter into a contract with Layne Inliner, LLC for the permanent repair of a sewer pipeline and manholes on Walker Street from Otis Avenue to US Route 1.
10. PUBLIC HEARING
11. DISCUSSION
 - a. Discussion by members of the public (three minutes per person)
 - b. Response to public comment directed to a particular Councilor
 - c. Chairperson's response to public comments
12. UNFINISHED BUSINESS
 - a. (010314-1) The Kittery Town Council moves to approve and hereby ordains amendments to, Title 2, Administration and Personnel, Chapter 2.4 Personnel Positions Established and Chapter 2.5, Compensation, of the Kittery Town Code.
 - b. (010314-4) The Kittery Town Council moves to approve amending the Personnel Positions – Classification Policy to include the two proposed job descriptions as presented for the Kittery Community Center.

c. (120113-2) The Kittery Town Council moves to approve, and hereby ordains amendments to, Title 16, 16.10.9.1.4, Approved Plan Expiration and 16.5.2.4, Permit Period.

d. (010314-7) The Kittery Town Council moves to sign a certificate of settlement in accordance with 36 M.R.S. §763 discharging Maryann Place as Tax Collector from further liability or obligation to collect the balance due for the years 2005-2013.

e. (010314-8) The Kittery Town Council moves to recommit the 2005-2013 taxes to Nancy Colbert Puff.

13. NEW BUSINESS

a. Donations/gifts received for Council disposition

The Kittery Town Council moves to accept a donation from Maine Alpha Delta Kappa Epsilon Chapter in the amount of \$100.00 to be deposited in Acct. # 2063-43600, Kittery Recreation.

b. (020114-2) The Kittery Town Council moves to approve the disbursement warrants.

c. (020114-3) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Mary Safford Wildes Trust to interview Joyce Tobey for her re-appointment to that board until 2/28/17.

d. (020114-4) The Kittery Town Council moves to appoint George Dow to the Economic Development Committee as a voting, Business representative until 12/31/14.

e. (020114-5) The Kittery Town Council moves to appoint Maryann Place as Acting Town Manager from February 21st until March 1st, 2014, during the Manager's absence.

14. COUNCILOR ISSUES OR COMMENT

15. COMMITTEE AND OTHER REPORTS

- a. Communications from the Chairperson
- b. Committee Reports

16. EXECUTIVE SESSION

17. ADJOURNMENT

Posted: February 6, 2014



TOWN OF KITTERY

Office of the Town Manager

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1329 Fax: 207-439-6806

ncolbertpuff@kitteryme.org

Nancy Colbert Puff
Town Manager

Town Manager's Report to the Town Council February 10, 2014

1. **Pepperrell Cove Town Landing Project** (a.k.a. the "BIG" Project) – On January 28th the Town kicked off the BIG project with a pre-construction meeting attended by all project interests, including Maine DOT, Prock Marine, the Port Authority, and the Water District. Prock delivered a project schedule that reflects a completion date of July 1st, with a substantial amount of float construction work occurring at Prock's facility in Rockland. They will transport the floats and other materials via barge, and expect land-side disruption to be minimal. On-site mobilization is not scheduled to begin until early May.
2. **"Destination Marketing" Program** – Attached to this report are materials the Council approved in May 2011, including minutes from the Council's deliberation. Town Planner Gerry Mylroie has been recently meeting with business representative concerning the "rebranding" of the Route 1 Bypass area, and has scheduled an evening session on Tuesday, February 18th at 6pm (Conference Room A) to hear from all interested members of the Kittery community.
3. **Update on Registration Enforcement** – In response to Councilor Denault's request for an update on our Police Department's progress regarding enforcement of out of state registration violations, I have asked Chief Short to present this information directly, in person, as part of this report.
4. **Agreement to Provide Dispatch Services to Eliot** – As I reported at the start of January, I gave notice to Eliot, per Section 3 of our agreement, of the possibility that Kittery may be interested in raising the annual fee charged to Eliot (\$60,000), as it has not changed since 2008. In discussion with Police Chief Short, it is his belief that our current fee does not fairly recoup the costs associated with the provision of this service and that a more thorough analysis should be completed to determine more appropriate cost-sharing for future years. For FY 2015, however, I propose we update the fee to approximate the percentage increases our Police operational budget has incurred since 2008. This translates into roughly \$69,000.

We are otherwise happy with the terms of our agreement, and look forward to continuing our successful collaboration with Eliot. We continue to talk with other regional partners about sharing dispatch services.

5. **Imhoff Tank Effect on Fort Foster Water Quality** – At Council's last meeting, Kittery resident Bob Harris commented on this pollution source not being addressed, and Chairperson Thomson asked me to look into it. Attached is a summary of this issue – testing in July 2013 confirmed the bacteria issue had been resolved.
6. **Out & About** – I am pleased to report that my introduction to Kittery is on-going, over the past two weeks I have met with the Kittery Rotary Club, the Kittery Estates, the Kittery Land Trust, and the Kittery Outlets Association. In addition, the meeting hosted by Representative Chellie Pingree's staff, which was attended by a variety of local leaders, was a success. Next week I am scheduled for a Command overview and tour of the Naval Shipyard.
7. **Scheduled Vacation** – As discussed during my contract negotiations, I have planned a vacation during the last week of February. I recommend the Council appoint Mary Ann Place to act on my behalf while I am away.

If you have any questions or concerns prior to Monday's evening's meeting, please do not hesitate to contact me. Thank you.

Respectfully Submitted,



Nancy Colbert Puff

Fort Foster Crescent Beach Clean-Up Project Summer 2012

May 2012

Received picture from a resident of an oily sheen in a tide pool at Crescent Beach at Fort Foster.



June 2012

Water quality testing found high levels of Enterococci bacteria from tide pools at Crescent Beach. The area where high counts of bacteria were found was near a beaver population in the marsh and an abandoned outhouse so the source of the bacteria was thought to likely come from one of these. The town continued to test the water every 2-3 days (6/22, 6/25, 6/27, 6/29, 7/2).

July 2012

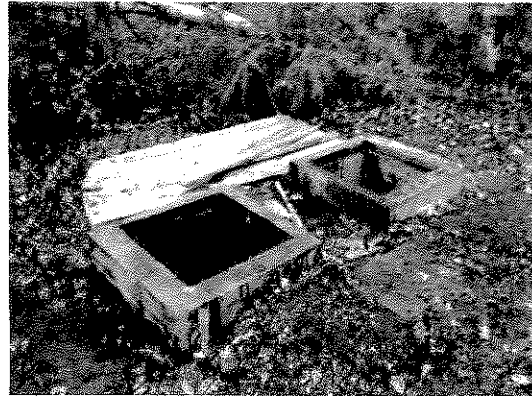
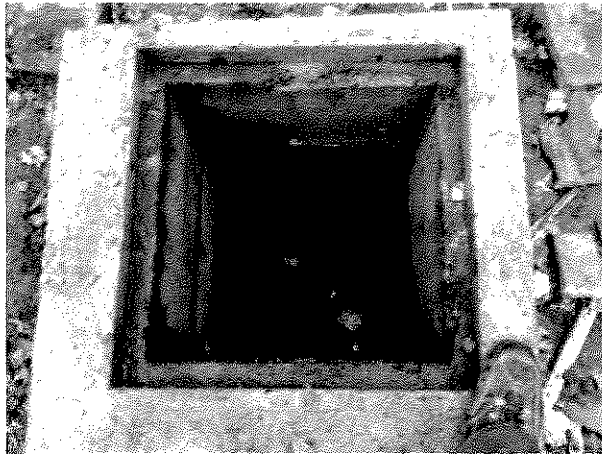
A beach advisory notice was put up on 7/2/2012 warning visitors to be aware of conditions that may make the area unsuitable for sand and water contact, due to elevated levels of Enterococci bacteria. The following week the advisory was lifted after sampling results indicated that levels were within acceptable range. Plans were made to bring sniffer dogs out in August to help determine if the bacteria was animal or human sourced.

August 2012

On 8/7/2012 two highly trained sniffer dogs were brought to the site and positively identified human sources of bacteria in tide pools along Crescent Beach. A beach advisory was issued 8/14/2012 warning visitors to be aware of conditions that may make the area unsuitable for sand and water contact, due to elevated levels of Enterococci bacteria. Department of Public Works immediately raked out the seaweed on the beach, enabling the sun to effectively kill the bacteria and after a few days the seaweed was removed and disposed of properly at the Resource Recovery Facility. Subsequent water sample testing indicated acceptable limits of bacteria so the advisory was lifted.

October 2012

The abandoned outhouse was cleaned and removed by Public Works at the end of October.



July 2013

The sniffer dogs were brought back to Fort Foster on 7/31/13 to do follow-up testing. They did not indicate a presence of human bacteria at Crescent Beach, which demonstrates that the clean-up efforts in summer 2012 were successful.

Ongoing

The volunteers with Maine Healthy Beaches conduct regular monthly water quality monitoring at a few locations at Fort Foster, including Crescent Beach. They were integral in helping uncover the issue in 2012 as well as helping to resolve the bacteria problem. Having on-going oversight is important and the Town relies on the support of these dedicated volunteers.

APPROVED MINUTES

APRIL 25, 2011

KITTERY TOWN COUNCIL

April 25, 2011

COUNCIL CHAMBERS

1. Call to Order

Chairperson Spiller called the meeting to order at 7:00 P.M.

2. Introductory

Chairperson Spiller read the introductory.

3. Pledge of Allegiance

Chairperson Spiller led those present in the Pledge of Allegiance.

4. Roll Call

Answering the roll were Chairperson Judith Spiller, Vice Chairperson George Dow, Councilors Gary Beers, Frank Dennett, Jeffrey Pelletier, Leo Guy and Jeffrey Thomson. Also present were Town Manager Jonathan Carter, Town Clerk Maryann Place, Recorder Ashley Rodier, members of the press and others.

5. Agenda Amendment and Adoption - NONE

6. Executive Session- None

7. ACCEPTANCE OF PREVIOUS MINUTES

The minutes of March 28, 2011 and April 11, 2011 were accepted as amended.

8. Interviews for the Board of Appeals and Planning Board - None

9. PUBLIC HEARINGS –

a. (040211-1) The Kittery Town Council moves to hold a public hearing to approve Phase I of a Destination Marketing Program.

Chairperson Spiller opened the public hearing. Town Planner Mylroie came to the podium and stated this issue came as a result of efforts started in the fall to help business development in the area and to minimize the potential impact on the businesses from the closure of the bridge. Town Planner Mylroie noted the first idea the group had come up with was developing a tagline for Kittery and the ideas were “Welcome to Historic Kittery, Maine” or “Maine’s First Port”. He continued the second idea was to rebrand the traffic circle to “Memorial Circle”. Town Planner Mylroie then noted the third idea was to come up with a consistent name for the Foreside area. He continued that as a result of discussions with business

APPROVED MINUTES

APRIL 25, 2011

owners, the Foreside Committee and two surveys the preference was "Portside". Town Planner Mylroie indicated they needed to provide more signage and direction to the area. He continued that he thought the name of the area should be decided by the town but they should pick one name and be consistent. Town Planner Mylroie stated the fourth idea was to rename the business area currently known as "Gourmet Alley". He continued the consensus was to refer to the area as "Portside Crossing". Town Planner Mylroie noted the fifth idea was to rebrand the outlet area to "Coastal Route 1". He continued the final idea was to rename the Post Office Square area to "Kittery Center Village". Town Planner Mylroie stated they were looking for Council's approval so they could begin working with Maine DOT and Maine Turnpike Authority to begin working on signage and that he hoped there would be some cost sharing with the state on the signage.

Janet Gourley of Whipple Road came to the podium. Ms. Gourley stated as a member of the State Garden Club she supported changing the name of the traffic circle to "Memorial Circle". Ms. Gourley continued she was a former member of the Foreside Committee and they had put a lot of work into revitalizing the area and that she did not support changing Foreside to Portside. She continued the name Foreside was very old and thought the historic name should be kept.

Elaine Peverly came to the podium. Ms. Peverly stated that Kittery was a very historic town and they needed to use all they could to further that and thought they should keep the name Foreside.

Vicky Wentworth came to the podium. Ms. Wentworth indicated that her father was the Chair of the Foreside Committee for 10 years. She continued she was hesitant to rename any areas of the town. Ms. Wentworth noted she understood the rebranding idea but thought the name Foreside should not be changed and that it might be more confusing to people if it was changed to Portside.

Ben Porter came to the podium. Mr. Porter indicated he was a member of the Foreside Design Review Committee and he had been working closely with Town Planner Mylroie on this issue. He continued Kittery was being faced with a potential bridge closure for 18 months at a minimum and needed to sustain business growth in the town. Mr. Porter stated it was essential to refer to the areas in Kittery with consistent names and that they needed to have better signage and that he was in favor of the plan that had been laid out.

Susan Emery came to the podium. Ms. Emery stated she thought the town needed to promote its history and thought they should stay with the historic names already in place. She continued she thought the town should put it to a referendum for residents to vote on.

Tom Emerson came to the podium. Mr. Emerson stated he did not care what the areas were called but that the names needed to be consistent.

APPROVED MINUTES

APRIL 25, 2011

Lori Pratt, a business owner in the Foreside area, came to the podium. Ms. Pratt stated most of the business owners were ambivalent about the name of the area but that they needed signage.

Chairperson Spiller then closed the public hearing.

Councilor Dennett stated he was not adverse to getting more signage but was opposed to most of the other changes. Councilor Guy indicated he was not sure about changing the name of the Foreside area but thought that the marketing of Kittery was critical. Councilor Dow indicated he thought they needed to establish a name and start the signage process. He continued he thought they should keep the Foreside name. Councilor Beers thanked and gave compliments to Town Planner Mylroie for his work on the issue. He also thanked the businesses and residents who had contributed their thoughts and efforts on the issue. Councilor Beers stated they needed to create an environment to retain a business structure. He continued he supported changing the traffic circle to "Memorial Circle" but would prefer to keep the Foreside name. Councilor Beers indicated he thought that "Portside Crossing" could be called "Foreside Crossing" and would then support the recommendation.

COUNCILOR BEERS MOVED TO APPROVE ADOPTION OF PHASE I OF A KITTERY DESTINATION MARKETING PROGRAM AS RECOMMENDED FOLLOWING:

- 1. PROMOTE HISTORIC KITTERY;**
- 2. RENAME THE "TRAFFIC CIRCLE" AS "MEMORIAL CIRCLE";**
- 3. NAME THE BUSINESS AREA AROUND THE INTERSECTION OF WALKER STREET AND STATE ROAD AS FORESIDE CROSSING;**
- 4. BRAND THE TRADING POST AND OUTLET AREA AS COASTAL 1 KITTERY;**
- 5. AUTHORIZE THE TOWN MANAGER AND STAFF TO MEET WITH THE MAINE DEPARTMENT OF TRANSPORTATION AND MAINE TURNPIKE AUTHORITY TO UPDATE SIGNS TO RECOGNIZE AND PROMOTE KITTERY; AND,**
- 6. APPROVE THE USE AND INSTALLATION OF "WELCOME", "DIRECTIONAL", AND "DESTINATION" SIGNS AS SHOWN IN THE ATTACHED EXHIBITS SUBJECT TO FINAL APPROVAL AS BUDGETS PERMIT.**

Councilor Dennett asked for and received clarification that the use of the Town Seal would be the actual Town Seal and not the representation included in the packet. Councilor Dennett stated he could not vote in favor that evening but he had some issues with the proposal. Councilor Thomson indicated that he could not vote in favor that evening as he had issues with

APPROVED MINUTES

APRIL 25, 2011

the proposal as well. He continued he did not think that they needed to take action on the issue that evening and he thought they should take one more shot at making a cleaner more concise proposal.

COUNCILOR THOMSON MOVED TO POSTPONE ACTION UNTIL THE REGULAR MEETING SCHEDULED FOR MAY 23rd, SECONDED BY COUNCILOR DENNETT.

A ROLL CALL WAS TAKEN WITH COUNCILOR BEERS OPPOSED. MOTION PASSES 6/1.

10. DISCUSSION – NONE

11. UNFINISHED BUSINESS –

Councilor Thomson indicated he would like to revisit the employee vehicle use issue in the near future.

12. NEW BUSINESS

a. (040211-2) The Kittery Town Council moves to approve proposed amendments to the Kittery Recycling Scholarship Rules and Regulations as recommended by the Ordinance Review Committee.

COUNCILOR BEERS MOVED TO APPROVE PROPOSED AMENDMENTS TO THE KITTERY RECYCLING SCHOLARSHIP RULES AND REGULATIONS AS PRESENTED, SECONDED BY COUNCILOR DOW.

A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES 7/0.

b (040211-3) The Kittery Town Council moves to approve the FY '12 CIP budget for account #1760 for the amount of \$1,208,975.00 designated as follows:

• Capital Holding Reserve	\$266,159
• Dedicated Reserves	\$346,316
• Annual Project Requests	<u>\$596,500</u>
Total	\$1,208,975

COUNCILOR BEERS MOVED TO APPROVE THE FY '12 CIP BUDGET FOR ACCOUNT #1760 AS PRESENTED EXCEPT CHANGE “DEDICATED RESERVES” TO “DESIGNATED RESERVES”, SECONDED BY COUNCILOR DOW.

APPROVED MINUTES

MAY 23, 2011

continued the property owner could, in the meantime, try to convince the CEO that it was not a violation.

Councilor Beers asked if the CEO issued a violation and the property owner felt aggrieved, could they appeal to the Board of Appeals? Town Attorney MacEachern responded they could not under this ordinance.

Councilor Pelletier indicated he remained concerned about the ordinance and thought that they already had the state law to deal with the issues and was concerned it could be abused.

A ROLL CALL VOTE WAS TAKEN ON THE AMENDMENT TO THE MAIN MOTION WITH COUNCILOR DENNETT AND COUNCILOR PELLETTIER OPPOSED. MOTION PASSES 5/2.

Councilor Dennett noted he was hesitant to vote for this issue and that he agreed with Councilor Pelletier in that they already had the tools to enforce the issue. Councilor Dennett stated he agreed with the ordinance in essence but that he had too many issues to vote for it.

A ROLL CALL VOTE WAS TAKEN WITH COUNCILOR DENNETT AND COUNCILOR PELLETTIER OPPOSED. MOTION PASSES 5/2.

b. (040211-1) The Kittery Town Council moves to approve Phase 1 of a Destination Marketing Program.

Councilor Dennett indicated his problems with the proposed document which Town Planner Mylroie indicated would be changed.

COUNCILOR BEERS MOVED TO AMEND THE MAIN MOTION TO ADD ITEM 7 AUTHORIZING KITTEY CENTER VILLAGE AS PRESENTED, SECONDED BY COUNCILOR DOW.

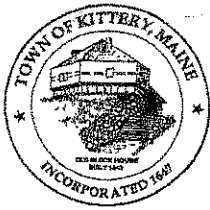
A ROLL CALL VOTE WAS TAKEN WITH COUNCILOR DENNETT OPPOSED. MOTION PASSES 6/1.

Chairperson Spiller stated the main concern was to get people from 95 and Route 1 to the businesses in town and that they needed clear, directional signage.

A ROLL CALL VOTE WAS TAKEN ON THE MAIN MOTION WITH COUNCILOR DENNETT OPPOSED. MOTION PASSES 6/1.

c. other –

Councilor Dennett asked where they stood with the wind turbine. Town Manager Carter responded that they were working with the original company they bought the turbine from who



Town of Kittery, Maine
Town Planning Board and
Town Planning and Development Department
200 Rogers Road, Kittery, ME 03904
Telephone: (207) 439-0459 Fax: (207) 439-6806
www.kittery.org

To: Jon Carter, Town Manager and Town Council
From: Town Planning Board via Gerry Mylroie, ACIP, Town Planner
Date: May 18, 2011
Re: **Report to Council**

Kittery Destination Marketing Program – Update
Background

- Town Planning Board – Local Business efforts since December 2010; over 10 meetings and 100 business and property owners plus one web and one hard survey mailed to all Foreside business owners (encl 1); supported Historic Kittery-Maine's First Port and Portside brand.
- Town Planning Board – Council Workshop, March 24, 2011(materials previously provided)
- Executive Summary – Recommendation, April 19, 2011 (not encl)
- Council Public Hearing, Phase I, April 25, 2011 (materials previously provided)
 - Motion to Approve (postponed to May 23, 2011):

"Move to approve adoption of Phase I of a Kittery Destination Marketing Program as recommended including:

- *Promote historic Kittery;*
- *Rename the "Traffic Circle" as "Memorial Circle";*
- *Name the business area around the intersection of Walker Street and State Road as Foreside Crossing;*
- *Brand the Trading Post and Outlet area Coastal 1 Kittery;*
- *Authorize the Town Manager and staff to meet with the Maine Department of Transportation and Maine Turnpike Authority to update signs to recognize and promote Kittery; and,*
- *Approve the use and installation of "welcome", "directional", and "destination" signs as shown in the attached exhibits subject to final approval as budgets permit."*

Current Situation:

KITTERY DESTINATION MARKETING PROGRAM PHASE I:

Action detail to be implemented with approval:

Item 1:

Re-affirm the Town of Kittery Maine as the brand name and brand logo as the Town Seal.
 Adopt the Town brand tag line as "Historic Kittery - Maine's First Port - 1647". (encl 2)

Item 2:

Kittery Memorial Circle – Re-name the current traffic circle to Kittery Memorial Circle and upgrade it to a ceremonial circle with granite curbing, lighted flag pole and lawn; a clean, elegant symbol of our gratitude for citizen service to our country. Other memorials would be relocated to appropriate settings.

Item 3:

Foreside Crossing - Brand the area generally including the area on either side of State Road (Memorial Drive) from the wetlands and vantage point of Memorial Bridge on the north to the Walker-Government street intersections and including the Navy Yard railroad track crossing, York Hospital site, TD Banknorth, Loco Coco's, Water District site and gourmet food shops.) (map, encl 3)

Item 4: Coastal 1 Kittery – Brand the current Coastal Route 1 Kittery Trading Post/Outlet area from the KTP to Lewis Road. Use brand for marketing such as "Shop at Kittery Trading Post, Tanger or Premium Outlets or dine at the Weathervane or Robert's at Coastal 1 Kittery – where you can "Shop+Eat+Stay+Play".

Item 5:**I-95 Maine Turnpike Signs**

Town will work with the MDOT and MTA to implement the following I-95 sign program:

Northbound sequence from New Hampshire to Kittery Memorial Circle

Pre-Exit 1	Green Sign:	Historic Kittery Maine – Next 3 Exits
		Fort McClary – Naval Museum- Fort Foster
Pre Exit 2	Blue Services Sign:	Gas – Food – Lodging – Supplies
	or,	Kittery Town Center – Foreside - Trading Post and Outlets
Exit 1	Green Sign:	to 103 Navy Yard - Kittery Foreside – Eliot
Exit 2	Green Sign:	to US 1 and US 1 By-Pass Kittery Town Center –
		Memorial Circle - Foreside
Exit 3	Green Sign:	Coastal 1 Kittery - Trading Post & Outlets
Exit to Maine	Information Center	Add - Exit to Coastal 1 South

South Bound

Pre Exit 3	Green or Brown Sign:	Historic Kittery - Next 3 Exits
	Brown Sign:	Fort McClary – Naval Museum - Fort Foster - Foreside
Pre Exit 2	Blue Services Sign:	Gas – Food – Lodging – Supplies - Trading Post & Outlets
Exit 2	Green Sign:	to Kittery - S. Berwick - Trading Post & Outlets
Exit 1	Green Sign:	to Navy Yard – Kittery Foreside – Eliot

Town/State Signs in Town

The Town will work with the MDOT to implement the following sign improvements in the Town:

Exit 1	to 103 Navy Yard - Kittery Foreside
Exit 2	to Coastal 1 Kittery – Trading Post & Outlets – Town Center
	Kittery Community Center – Kittery Center Village
	Kittery Point Village – Foreside
Exit 3	to Coastal 1 Kittery
Intersection	

Item 6:

Town and Destination Brand Logos and Signs:

Reflect the Town's brand name and be consistent with the historic image as follows:

- The Town brand logo is the Town Seal
- Type face will be Times New Roman italics or similar.
- Town Welcome / Entrance signs will feature: Town Seal – Welcome – Historic Kittery – Maine's First Port – 1647 (encl 4)
- All other Town signs for public buildings will have the Town Seal, same type face and historic/traditional color background and frame.

Destination Directional Signs and Logos:

Use the format for each Destination Directional sign as follows: (encl 5)

- Top - Town Seal – Welcome – Historic Kittery – Maine's First Port
- Destination Name Sign
 - Directional Arrow
 - Destination Logo and Destination Name such as:
 - Shopping Bag Coastal 1 Kittery
 - Tall Ship Foreside
 - Lighthouse Kittery Point Village

Destination Signs:

Install small destination signs at the entrance of major destinations (brown background/yellow trim) (encl 6):

- Kittery Center Village (encl 7)
- Kittery Point Village/Pepperrell Cove
- Foreside

Town Welcome / Entrance Signs – Locations:

Install Town entrance / welcome signs at major transportation borders as budget permits including (encl 3):

- US 1 North – at York Town Line
- Sarah Long Bridge – at US 1 By-Pass
- I-95 off ramps – Exit 2
- Memorial Bridge – at State Road or re-named Memorial Drive (US 1)
- Route 236 – at Eliot Town Line
- Route 103 – at Eliot Town Line
- Route 103 – at York Town Line

Maps and Collateral Marketing Materials:

The Town has and will work with private business and property owners and citizens to update and have prepared maps and collateral materials.

KITTERY DESTINATION MARKETING PROGRAM PHASE II:

The Town Planning Board recommended additional Town and sub-area geographic “destination marketing” and planning and development considerations (Appendix A). Council review and consensus of these follow-on features is requested.

Recommendation: Approve adoption, as presented

1 Appendix: Phase II Considerations

6 Enclosures:

1. Survey of Foreside Business Owners.
2. Town Seal – Tag Line
3. Foreside Crossing Area Map
4. Welcome Sign Example – to include original town seal
5. Destination Directional Sign Example
6. Destination Entrance Sign Example
7. Petition by Business Owners and Tenants to be included as Kittery Center Village

APPENDIX A: PHASE II CONSIDERATIONS

Address Town and sub-area geographic “destination marketing” and Town planning and development Planning Board Recommendations as follows:

Adopt or re-affirm the following destination and related geographic area brands: (see attached Town Planning Board’s Kittery 2020 Destination Marketing Plan map.)

- **Town Center** – the area along the 236/103 corridor from Kittery Estates /Town Hall/Memorial Circle easterly along Rogers Road/236 to the Kittery Community Center with Spruce Creek on the north and Orchard Grove Cemetery ridge on the south and the sub-area brands:
 - **Town Municipal Center**
 - **Kittery Historic and Naval Museum**; with improved front yard and entrance.
 - **Kittery Community Center at Frisbee Common / Rogers Park**
- **Memorial Circle and Drive** – (State Road re-branded and linked with Memorial Bridge)
 - **Legion Pond** – neighborhood and business area around and generally parallel with current Old Post Road, Route 1, State Road from the south side of Memorial Circle ridge to north side of Walker Road with sub-brands:
 - **Legion Pond Corner** at Old Post Road and Dennett Road
 - **Legion Pond**
 - **Memorial Field**
- **Portside** – neighborhood and business area previously referred to as Downtown, Kittery Village, Foreside (DMP use e.g. “Visit Historic Kittery Portside - Shop + Eat + Stay + Play.”)
 - **Wallingford Square** – existing (DMP use e.g. Visit Wallingford Square in Historic Kittery Foreside – Shop + Eat + Stay + Play”.
 - **Rice Public Library**
- **Kittery Center Village** – area along the Rogers Road/Shapleigh (236/103) corridor from the Kittery Community Center at Frisbee Common with Spruce Creek on the north and Orchard Grove Cemetery ridge and Navy Yard railroad tracks on the south and the sub-area brands:
 - **Post Office Square.**
 - **Kittery Community Center and Rogers Park**
 - **Emery Field**
- **Kittery Point Village** – business area on 103 at Pepperrell Cove and surrounding neighborhood and sub-brands:
 - **Pepperrell Cove** e.g. Shop at Frisbee Market/ Enoteca in Kittery Point Village or Sail to the Pepperrell Cove Landing in Kittery Point Village.”
 - **Lewis Square or Mitchell School Corner** - neighborhood around Mitchell School and intersection of Pepperrell Road and Haley Road.
- **Gateway** - area around current Route 1 By-Pass from the Sarah Long Bridge to Memorial Circle with sub-area brands:
 - **South Gate** – the entrance area at north side of the Bridge.
 - **Gateway Boulevard** - (current US 1 By-Pass) maintaining its “thru traffic function” but with upgraded streetscape to a more historic traditional gateway boulevard with street trees, possible landscaped raised center islands and turning lanes, set back pedestrian walkways and lined with existing and other appropriate mixed uses with limited driveway curb cuts and signalized intersections.
- **Coastal 1 Kittery** – Sub-area brands:
 - **Pine Tree Center at Cutts Road** – area around intersection of Route 1 and Cutts Road.

- **North Gate / Landmark Hill or Northgate Village at Route 1** and Town boundary on the north; a neighborhood village center serving residents in Kittery and York.

Maine State Information Center – intersection of Route 1 and the MSIC entrance. This intersection greatly improved with “traffic calming roadway design feature (e.g. center island or rotary) to slow down traffic and create a special entrance to Kittery, improved historic signs and fall color trees and landscaping.

- **Westside** – area west of I-95 with sub-brands:
 - West Gate – area at the Route 236 Eliot Town Line.
 - Westside 236 Parkway – Route 236
 - Shapleigh – neighborhood around the Shapleigh School and Field.
- **Kittery Business Park** – west of I-95 between Dennett Road and the Westside/236 Parkway.
- **Other Destination Attractions / Current or Possible Brand Names and DMP Uses**
 - Portsmouth Naval Shipyard in Kittery Maine
 - Fort McClary
 - Fort Foster
 - Rachel Carson Wildlife Refuge
 - Traip Academy in Historic Kittery Portside
 - Traip Boat Launch
 - Shapleigh School/Field in Shapleigh or Westside Kittery
 - Mitchell School at Lewis Square or Mitchell Corner
 - Rice Public Library in Historic Kittery Portside
 - Town Dock at Wallingford Square in Historic Kittery Portside
 - Emery Field in Kittery Center Village
 - Town Barn Dock off Dennett Road
 - Kittery Point Village Fire Station at Lewis Square
 - Kittery Gateway Fire Station on Gorges Road
 - Eastern Bicycle Trail
 - Chauncy Creek Lobster Shack in Kittery Point
 - Kittery Arts Center in Historic Kittery Foreside or Kittery Foreside Arts Center
 - Auto Works off Memorial Drive in Historic Kittery Foreside
 - Lobster Market in Kittery off Gateway Boulevard
 - Taylor’s Fish Market on Westside 236 Parkway in Kittery
 - Badgers Island in Historic Kittery Foreside
 - Warren’s Lobster House in Historic Kittery Foreside.
 - Kittery Memorial Cemetery
 - Haley Road
 - Lewis Farm
 - Norton
 - Bartlett
 - Spinney’s Creek with Old Town Barn
 - Morse Park
 - Legion Pond
 - Shapleigh
- **Other Steps**
 - Traditional street lights with banners installed.
 - Winter white lights on Town, Village or other business district street trees.

- Trolley Service provided within the Coastal 1 Kittery destination and between it and Kittery Point Village/Pepperrell Cove and Foreside's Wallingford Square, Foreside Crossing and Town Center / Town and Naval Museum.
- Quality improvement Plan preparation and implementation for each business destination area.
- Joint business marketing programs e.g. shop, eat, stay coupons, advertising, web postings, event coordination, etc.

Kittery Destination Marketing Program "Downtown Area" Rebranding Survey

(Note: This is a follow-up survey the December 2010 SurveyMonkey website survey.)

Question:

Do you support changing the umbrella brand name for the Kittery Downtown/Foreside/Wallingford Square area to "Kittery Portside" so it could be used for destination marketing/advertising purposes such as "Shop + Eat at Wallingford Square in Historic Kittery Portside" ?

Yes_____ No_____ Other_____

Comments: _____

Please return to Town Planning Department, Town Hall, 200 Rogers Road, Kittery Maine 03904 by Monday, March 21, 2011 at 8am. Thank you!

Background

As many of you may know, the Town of Kittery is teaming with local merchants, retailers, property owners, and residents to prepare and implement a Destination Marketing Program to increase business in Kittery especially in light of the eminent closing of Memorial Bridge for 12-18 months. Destination Marketing means promoting all Kittery business products and services as well as our attractions (Fort McClary, John Paul Jones Memorial, seacoast, etc.) to entice local and visiting customers. Again the goal is to increase sales, business and profits as well as promote and protect Kittery's quality of place and life.

The program begins with branding or re-branding the business and related areas in Kittery so we can provide clear maps and directions. Also this builds pride and identity of each business area. What is a brand and why is it vital?

brand n.

1. A brand is the identity of a specific product, service, or business.
2. A brand can take many forms, including a name, sign, symbol, color combination or slogan.
3. The word brand began simply as a way to tell one person's cattle from another by means of a hot iron stamp.
4. A legally protected brand name is called a trademark.
5. The word brand has continued to evolve to encompass identity - it affects the personality of a product, company or service.

A brand is vital for business. It drives customer interest, sales, loyalty and business asset value. A brand also is vital for a community; especially when trying to attract new resident and visiting customers to its businesses to promote community wide economic development. This is called **destination marketing**.

Now, Kittery is known for the Kittery Trading Post, Coastal Route 1 outlets, and the shipyard among other things. Kittery's business and neighborhood geographic areas also explicitly or implicitly have

Kittery Destination Marketing Program “Downtown Area” Rebranding Survey

brands (i.e., Gourmet District, Kittery Foreside or Downtown or Wallingford Square, Route 1 By-Pass, Admiralty Village, Kittery Village, etc.) However, these individual brands can be confusing to current and prospective customers. And attempting to give directions to visitors, or even residents, can be a daunting task:

- Where is “downtown”? Is there really a “downtown”?
- How do you get to the Route 1 By-Pass?
- What is the Foreside?
- Where is the Gourmet District?
- How do you get to the Outlets?

Clarifying this confusion is critical, especially in light of the upcoming closure of Memorial Bridge to:

- attract more customers,
- develop better mapping,
- improve I-95 signage, and
- improve in-town directional signage – particularly to attract Coastal Route 1 shoppers to other businesses and services.

So the opportunity is not to necessarily delete all the current brand names, but to try to agree on one umbrella brand name for the geographic area now referred to as “downtown,” “Foreside,” “Kittery Village,” “Kittery Center,” “Wallingford Square”; keeping in mind that it will be a key for developing directional signs, etc.

Kittery’s current brand is its Town Seal with a prior tag line “Gateway to Maine.” However, the growing consensus to better market Kittery as a unique destination is to promote the “Historic” context of Kittery (e.g. Welcome to Historic Kittery) and update the tag line to “Maine’s First Port.”

Also there seemed to be a consensus for an I-95 sign for Historic Kittery rather than Kittery Downtown and for local branding of the area as “Portside”. Note the use of the word “Port” as in “Portside” or Historic Kittery Portside” resonated more to attract new and prospective customers to the area; especially if the Town dock and adjacent parking area were improved and more pedestrian friendly.

Again within this context, a business could say: “Shop or dine at Wallingford Square in Historic Kittery Portside, or in the Gourmet District in Historic Kittery Portside, or on Walker or State Street in Historic Kittery Portside...”

Given November 17, 2010 and January 11, 2011 meetings with merchants, retailers, property owners and town officials, the December 2010 SurveyMonkey website survey, and a February 28, 2011 meeting where at the Kittery Foreside Committee (i.e. a committee that conducts advisory design review for the Town Planning Board) supported changing the name Kittery Foreside to Kittery Portside, there seems to be a growing consensus to do so.

However, before a March 24, 2011, 6pm Public Hearing before the Town Planning Board, we want to give all business tenant and property owners the opportunity to express their opinion again.

**Kittery Destination Marketing Program
"Downtown Area" Rebranding Survey**

So what do you think? We want to know your thoughts and ideas with the hope of coming to an agreement, if possible, by March 24 for a recommendation to the Town Council and prior to spring promotions.

So please complete and return this survey by Monday, March 21 at 8am to the Town of Kittery Planning Department at Town Hall.

Thank you for your participation in the survey and this destination marketing and re-branding effort. We encourage you to forward this survey to fellow merchants, retailers, property owners and residents.

You are cordially invited to the Town Planning Board hearing on the Destination Marketing Program on Thursday, March 24, 2011 at 6pm at Town Hall.

Also you are cordially invited to a Town Planning Board sponsored meeting to prepare a Quality Improvement Plan for what ever is decided to brand your area on Monday, March 14, from 8am -10am at Town Hall, Conference Room A.

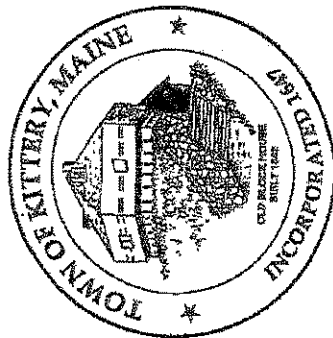
This effort is a result of interest expressed by business and property owners in our area to prepare a Plan and possibly establish a municipal improvement district enabling tax increment financing for public infrastructure and related improvements.

So thank you again on behalf of the Town Planning Board.

Gerry Mylroie, ACIP

Town Planner
Town of Kittery
200 Rogers Road, Kittery, Maine 03904
207-439-1307
207-439-6118 (fax)
GMylroie@kitteryme.org

Kittery Maine



Welcome to Historic Kittery – Maine's First Port

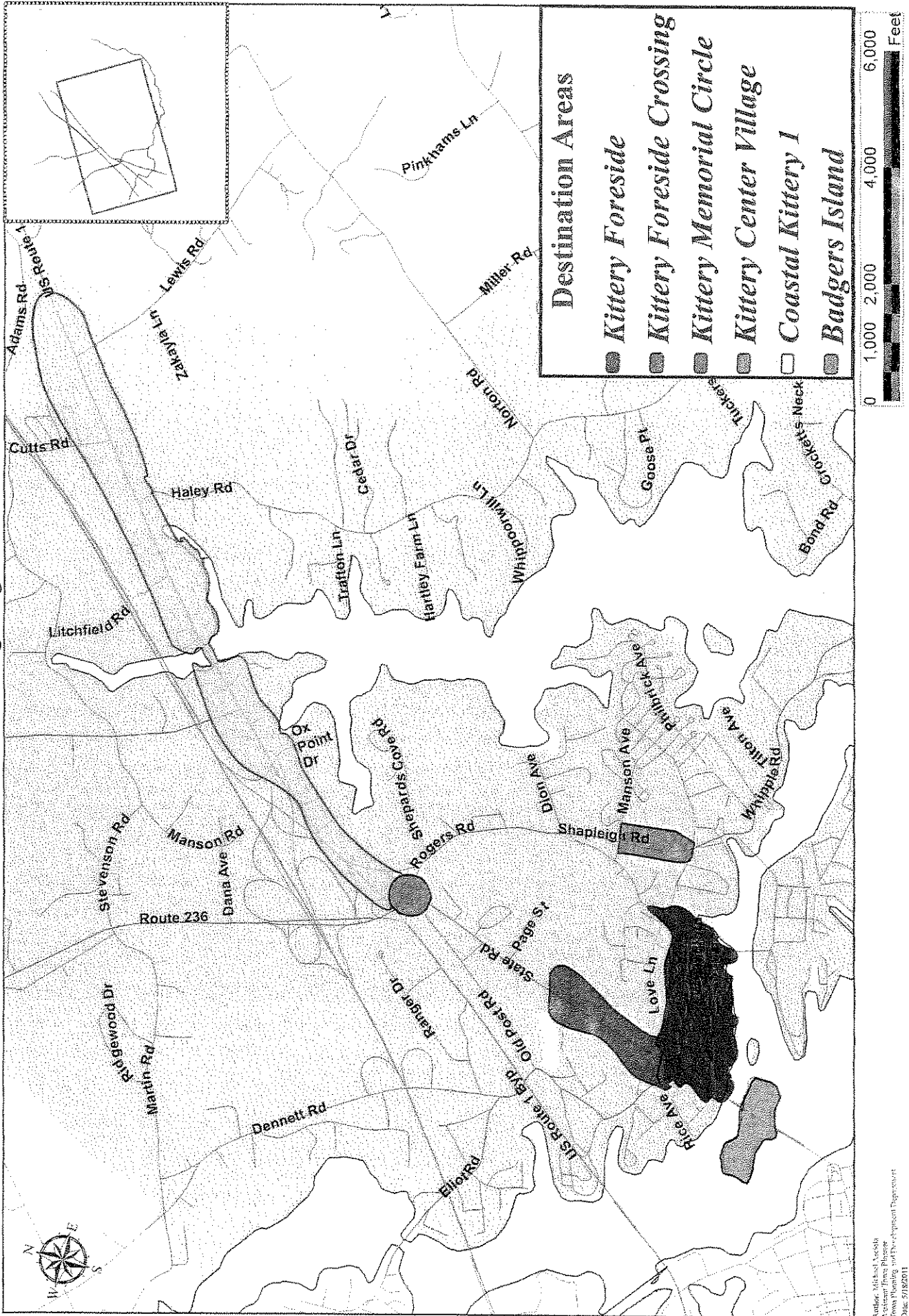
1647



Town of Kittery, Maine

Town Planning and Development Department

Destination Marketing Program - Phase I





Welcome
Historic Kittery
Maine's First Port

— 1647 —



Welcome
Historic Kittery
Maine's First Port
— 1647 —



**Town Hall
Memorial Circle**

**Kittery
Point
Village**

**Kittery
Point
Village**

5'

encl c

PETITION SUPPORTING Kittery Destination Marketing Program and Designation of
Kittery Center Village

The following property or business owners/representatives and citizens urge the Kittery Town Council on May 23, 2011 to approve the Kittery Planning Board recommended Kittery Destination Marketing Program and include the designation of "Kittery Center Village" for the business area from Manson Avenue to the intersection of Shapleigh Road and Whipple Road (Routes 236 and 103). We believe this will help promote business in the area, as well as, community pride.

Thank you.

Name	Business	Address	Phone	Email
Julie Peneault	Kennebunk Saus	4A Shapleigh Rd	207-439-9240	
Dr. Lisa Winace	Driscoll Realty Inc.	5110 Shapleigh Rd	207-439-1502	
Diane Lewis	Key Bank	4 Shapleigh Rd	207-439-2011	
Holly Piche	Little Brook Farm	9 Ford Lane Kittery, ME	1-201-252-1002	
Dr. Richard A LeDuc		135 Rogers Rd Kittery, ME	03809	
Cuts By Courtney	Salon & Spa	Kittery, ME	03809	
BRUCE PICHE		178 WHIPPLE KITTERY		
Michael Gwyne	Ace Hardware	6 Shapleigh Rd	439-4150	
Kenneth Lewis	Suk + More	2 Shapleigh Rd	439-0666	
Melinda Biese	North Star Therapeutic Massage	1104 Rogers Rd	439-2082	

[illegible]

Thank you.

5/18/11

The following property or business owners/representatives and citizens urge the Kittery Town Council on May 23, 2011 to approve the Kittery Planning Board recommended Kittery Destination Marketing Program and include the designation of "Kittery Center Village" for the business area from Manson Avenue to the intersection of Shapleigh Road and Whipple Road (Routes 236 and 103). We believe this will help promote business in the area, as well as, community pride.

Thank you.

5/18/11

on of

Thank you.

7-4

Report to Kittery Town Council

RESPONSIBLE INDIVIDUAL: Beers

Date: May 18, 2011

Subject: In support of recommended Destination Marketing Tagline

Background:

Planning Board Recommendation – “Kittery – Maine’s First Port”

Current Situation:

KITTERY – MAINE’S FIRST PORT?

The first actual Maine “port” was at St. Croix Island in the river just south of Calais (1604, lasted one year). The first permanent port was and is Popham Beach. The first port that you arrive at from the east is Eastport. There are any number of other ports along the coast of Maine and Kittery is only the first that you arrive at from southwesterly directions. So the question is, can Kittery claim to be “Maine’s First Port”?

Firstly as to “port”, Kittery’s waterfront must be so considered from the three main generic definitions of the word:

PORT: noun

1. *a city, town, or other place where ships load or unload.*
2. *a place along a coast in which ships may take refuge from storms; harbor.*
3. *Also called port of entry. Law . any place where persons and merchandise are allowed to pass, by water or land, into and out of a country and where customs officers are stationed to inspect or appraise imported goods.*

Except perhaps for the definition of “ships”, it may be argued, where generically they’re typically large ocean going vessels and in purely nautical terms they are no smaller than three-masted (picture a schooner with seven (fore, main, mizzen, jigger, kicker, spanker, & pusher) which would clearly fit the description vs the many connected to Kittery’s usual fleet makeup.)

So are most of Kittery’s fleet “ships or must they be classified as “boats”?

SHIP: noun.

1. *a vessel, especially a large oceangoing one propelled by sails or engines.*
2. **nautical:** *a sailing vessel square-rigged on all of three or more masts, having jibs, staysails, and a spanker on the aftermost mast.*

And, “boat” must be considered:

BOAT: noun.

1. *a vessel for transport by water, constructed to provide buoyancy by excluding water and shaped to give stability and permit propulsion.*
2. *a small ship, generally for specialized use: a fishing boat.*

While we may typically refer to our local traffic as boats, such are categorically “vessels” and a great many fit the “fishing boat” definition, so must be included in “ports” where vessels load, unload, and/or take refuge .

Report to Kittery Town Council

Further to the issue, Kittery is one of three municipalities in Maine with its own Port Authority, established by Private and Special Law 1961, enacted by the Maine Legislature.

Being so designated, inarguably makes the Authority's area of jurisdiction a "port", including the requirement that it, "*Plan for the maintenance and development of the **port, harbor** and navigable tidal waters*"; and, "*Said authority is authorized to make application to the Secretary of Commerce of the United States for the purpose of establishing, operating and maintaining foreign-trade zones in the area herein described, under the Act of Congress passed at the second session, 73rd Congress, providing for the **establishment, operation and maintenance of foreign-trade zones in ports of entry of the United States**, to expedite and encourage foreign commerce, and for other purposes.*" (See definition #3, above).

As to "First", there are 21 different definitions, the most germane of which may be:

FIRST: adjective & adverb. being before all others with respect to time, order, rank, importance, etc.,
FIRST: noun. the person or thing that is first in time, order, rank, etc.

As reflected in the first paragraph, Kittery may not claim first in "time"; most probably splits "order" with Eastport; without some verifiable benchmark could probably not justify it by "rank"; however may justifiably (and proudly) claim first in "importance".

Aside from our valued fishing industry and increasingly attractive recreational boating activity, we are home to the Shipyard. First and foremost in current submarine building and repair, the yard historically built many other "ships". Including John Paul Jones' Ranger (actually built on Badger's Island at the site of Ben Porter's home).

Additionally see aerial views from Badger's Island to Pepperrell Cove (encl 1), including the last which spans the area. A "port" from any viewpoint.

Beyond what must be considered the ordinary, or perhaps usual, perspectives on the meaning of a term like "First Port" (*as is suggested that Kittery clearly is*), with full, respectful, regard for historical connotation, it should be recognized that we ought to be labeling ourselves for the future, as well.

Serious efforts by the Town Manager, Town Planner, and Harbormaster are leading to long overdue waterfront improvements, adding attraction to greater "port" activity. Providing more capability for our fishermen, and attracting more recreational boaters and their dollars, leading to reduction of tax dollars for harbor operations, creating business economy opportunity and vitality, can only be viewed as a positive and crucially necessary approach to bettering our quality of place and municipal health and wellbeing.

With that reasoning, I respectfully submit that Kittery's "Port" is "First" by virtue of our being "first before all others" without niggling nuance. I might also suggest doing so is in keeping with an ancient philosophy, "Make it be and it is", or the more recent, "Build it and they will come."

Recommendation: Approval of Planning Board recommended tagline, "Kittery – Maine's First Port"

Report to Kittery Town Council

Addendum

Definitions:

Foreside - n

1. the front or upper side or part
2. (US) land extending along the sea

Portside - adjective, adverb

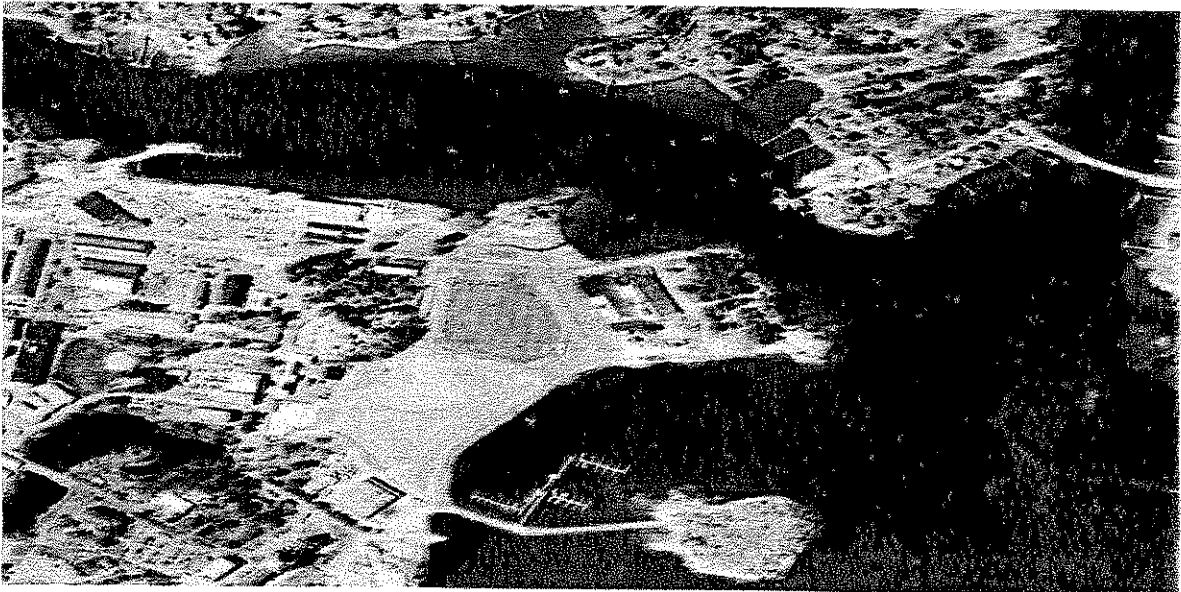
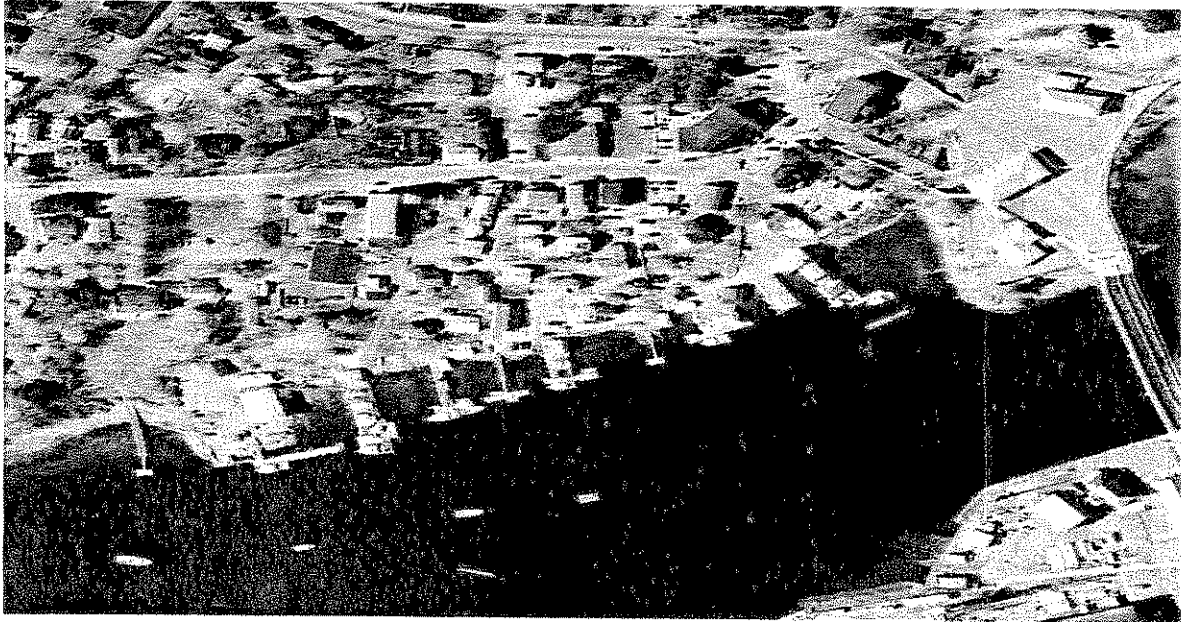
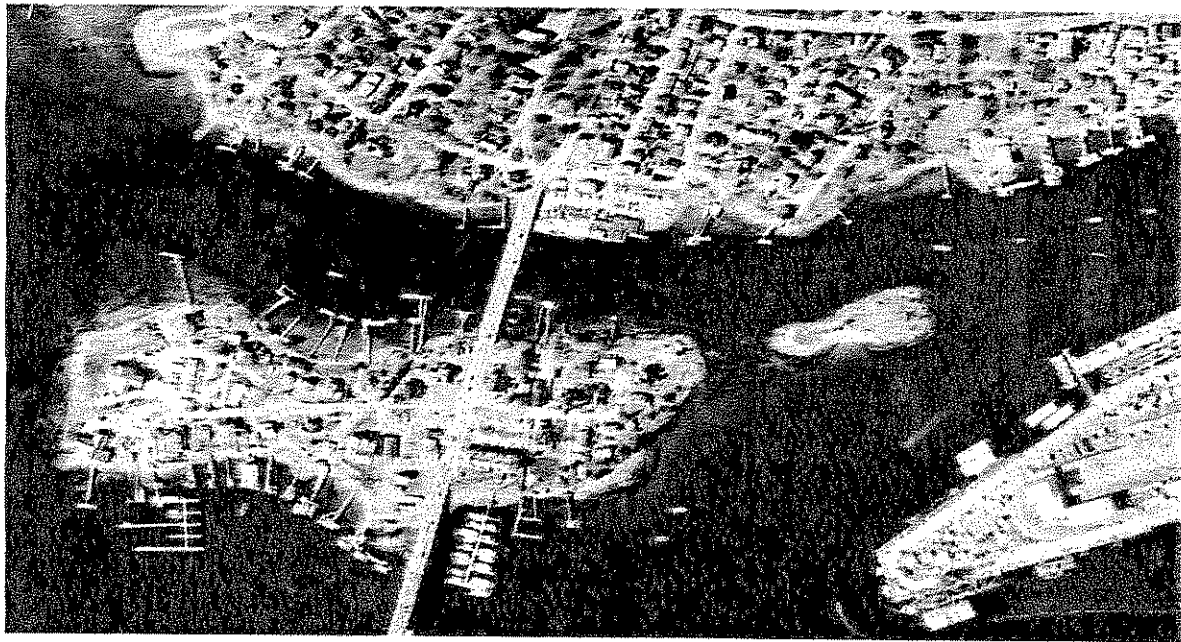
1. on a waterfront or near a port.
2. Nautical . on the port side of a vessel

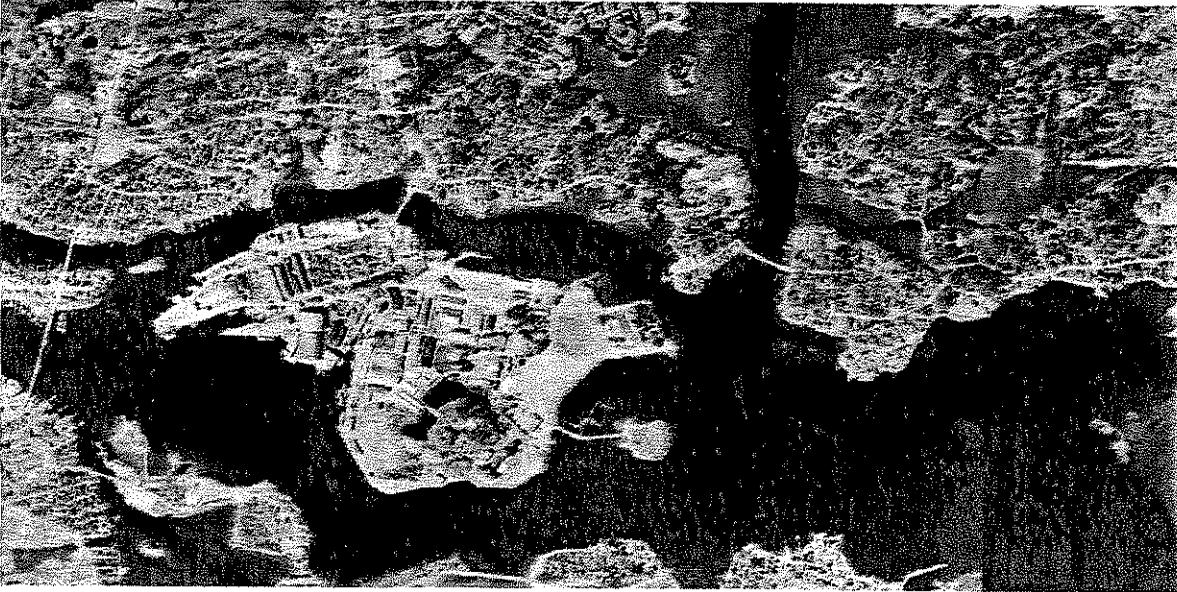
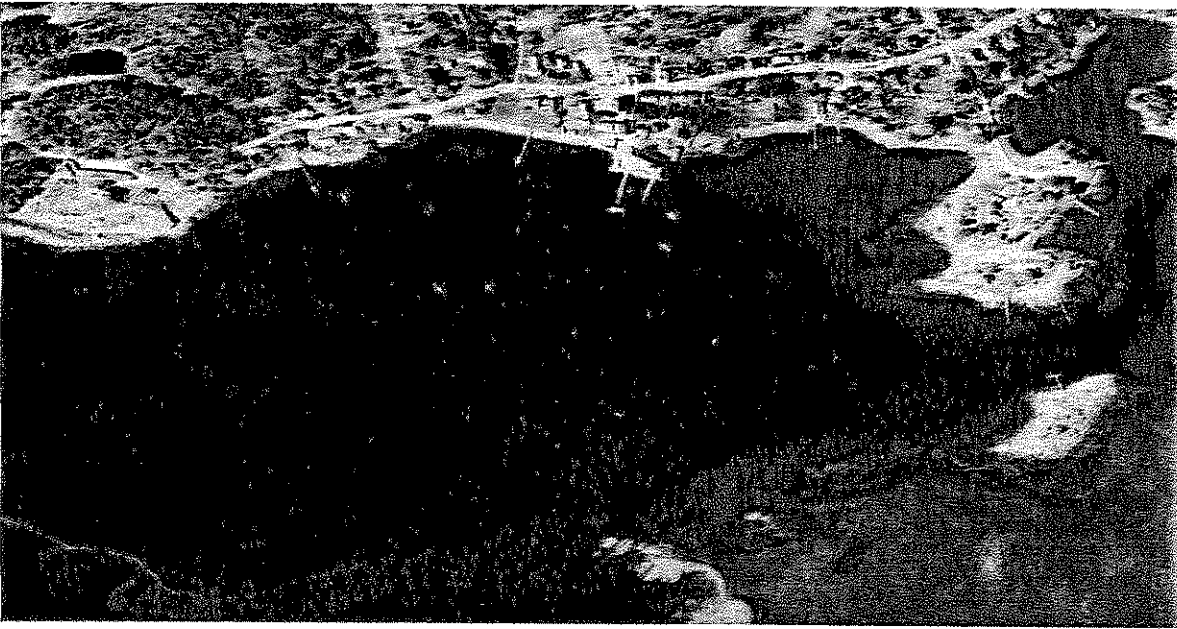
Mainside – n

1. the central area of a naval installation (esp.US Marine) where the base has several facility concentrations separated by terrain features (usu. water)

Conclusion:

So the general area should be known as "Foreside", and "Portside" would be the waterfront area across from the "mainside" section of the "foreside"





To: Gerry Mylroie

May 16, 2011

From: Jan Howe, owner Tulsi Restaurant

Re: Thoughts about Kittery Foreside

Here is some information that I thought was interesting and some thoughts about the branding:

1. The Maine Historic Preservation Commission is responsible for the identification, evaluation, and protection of cultural resources within Maine and which oversees the identification and evaluation of archaeological sites as well as historic buildings, objects and **districts**. Kittery Foreside has been neither surveyed nor evaluated by the commission and is not registered with either the Maine Historic Preservation Commission or the Maine Historic Society.
2. The parameters for Kittery Foreside are not clear – where does it begin and end?
3. There are no visible markers (e.g. monuments, benches, parks, signs establishing the date of settlement, commemorative inscriptions on buildings, etc.) that delineates the historic nature of Kittery Foreside.
4. The intent of branding (to my mind) is to make Kittery an attractive designation for local folks as well as for tourists from outside our area – especially when the Memorial Bridge is closed. – “Destination: Kittery”
5. Observation: Many people request the window seating at Tulsi – perhaps seeking out open spaces – or perhaps a window to a larger vista. Similarly, most people seek out a place near water – such as Portland, Portsmouth, and Newburyport – places with some form of “port” in the names. We had houseguests this weekend who asked for a restaurant near water.
6. One person out of twenty (from Kittery and outside Kittery) when asked what “Foreside” meant accurately described “Foreside”. When I asked him how he knew that – he said “I’m a New Englander Not everyone who we hope to come to Kittery will be a New Englander.

UNAPPROVED MINUTES

KITTERY TOWN COUNCIL

January 27, 2014

COUNCIL CHAMBERS

1. Call to Order

Chairperson Thomson called the meeting to order at 7:00 P.M.

2. Introductory

Chairperson Thomson read the introductory.

3. Pledge of Allegiance

Chairperson Thomson led those present in the Pledge of Allegiance.

4. Roll Call

Answering the roll were Chairperson Jeffrey Thomson, Councilors Russell White, Jeffrey Pelletier, Frank Dennett, Judy Spiller, Charles Denault and Jeffrey Brake.

5. Agenda Amendment and Adoption –

The Agenda was accepted as presented.

6. Reserved

7. Acceptance of Previous Minutes – 1/13/14

The minutes of 1/13/14 were approved as amended.

8. Interviews for the Board of Appeals – None

9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials – None

10. PUBLIC HEARINGS -

a. (010314-1) The Kittery Town Council will hold a public hearing on, and hereby ordains amendments to, Title 2, Administration and Personnel, Chapter 2.4 Personnel Positions Established and Chapter 2.5, Compensation, of the Kittery Town Code.

Chairperson Thomson indicated that this public hearing had been advertised in the local, printed media.

Janice Grady, Director of the Recreation Department, came to the podium and gave a brief description of the preschool program at the Community Center. Ms. Grady continued that

UNAPPROVED MINUTES

she was looking to add two full time teachers and they had a lot of staff turnover because most of the positions had been part time. She continued that she thought this would add consistency to the program and that the children would feel more comfortable having the same teachers. Ms. Grady noted that adding these two positions would not require any additional taxpayer funds as she had some extra funds in her budget that she was not currently using. She continued that the KCC was self-serving and served the needs of the community.

Chairperson Thomson then opened the public hearing.

Barry Fitzpatrick came the podium and stated that he thought that Kittery needed to take advantage of the opportunities that would be coming down from the State and Federal governments and stated that having a great pre-K was paramount to getting a good education.

Chairperson Thomson then closed the public hearing. Councilor Denault thanked Ms. Grady for putting together a great proposal.

CHAIRPERSON THOMSON MOVED THAT THE KITTERY TOWN COUNCIL APPROVE AND HEREBY ORDAINS AMENDMENTS TO TITLE 2, ADMINISTRATION AND PERSONNEL, CHAPTER 2.4 PERSONNEL POSITIONS ESTABLISHED AND CHAPTER 2.5, COMPENSATION, TO BE CODIFIED IN THE KITTERY TOWN CODE, SECONDED BY COUNCILOR SPILLER.

Councilor Dennett indicated that he had various concerns about the proposal and thought extra time was needed to correct the problems.

COUNCILOR DENNETT MOVED TO POSTPONE ACTION UNTIL THE MEETING SCHEDULED FOR 2/10/14, SECONDED BY COUNCILOR PELLETIER.

A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES 7/0.

11. DISCUSSION

a. Discussion by members of the public (three minutes per person) –

Bob Harris came to the podium and stated that he disagreed with the budget increases and thought that they were too much. He continued there were pollution issues in the town including the Imhoff tank, which had not been taken care of and that current issues should be dealt with before new issues were tackled. Mr. Harris stated that the window of opportunity would be closing soon on bringing a casino to Kittery and that he thought it was a good idea as it would bring jobs and revenues to the town.

Rob Nichols, Project Manager of the Rustlewood Farm conservation project, came to the podium and stated that he was pleased to announce that the KLT had closed on, and completed

UNAPPROVED MINUTES

61 the purchase of the two conservation easements. He stated his heartfelt thanks for the support
62 from the Council and town on the project.

63 b. Chairperson's response to public –

64 Chairperson Thomson stated to Mr. Harris that the budget parameters were a starting
65 point and were not set in stone. Chairperson Thomson indicated relative to the Imhoff tank, that
66 he was not sure where that stood and asked the town manager to get some information on the
67 matter. Chairperson Thomson noted that the Kittery Town Charter outlawed having casinos in
68 town.

69 12. UNFINISHED BUSINESS –

70 a. (120113-2) The Kittery Town Council moves to approve, and hereby ordains
71 amendments to, Title 16, 16.10.9.1.4, Approved Plan Expiration and 16.5.2.4, Permit Period.

72 Chairperson Thomson stated that there was currently a motion on the floor.

73 Councilor Dennett indicated his issues with the item and stated he thought they needed to
74 postpone action.

75 **COUNCILOR DENNETT MOVED TO POSTPONE ACTION UNTIL THE**
76 **MEETING SCHEDULED FOR FEBRUARY 10, 2014, SECONDED BY COUNCILOR**
77 **SPILLER.**

78 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
79 **7/0.**

80 Councilor Dennett indicated that he would like to make another motion if the Chair
81 would allow. Chairperson Thomson responded that he would allow it.

82 **COUNCILOR DENNETT MOVED TO REJECT ANY FURTHER**
83 **CONSIDERATION ON AMENDMENTS TO TITLE 16.5.2.4 BASED ON**
84 **RECOMMENDATIONS OF THE TOWN MANAGER'S REVIEW GROUP, SECONDED**
85 **BY COUNCILOR DENAULT.**

86 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
87 **7/0.**

88 b. (120113-3) The Kittery Town Council moves to approve, and hereby ordains
89 amendments to Title 16, Chapter 16.11, Marine-Related Development, 16.11.1 Authority and
90 Scope, 16.11.2, Application and 16.11.3, Shorefront Development Plan Review.

UNAPPROVED MINUTES

Chairperson Thomson stated there was a motion currently on the floor. Councilor Dennett went over his concerns with the ordinance.

COUNCILOR DENNETT MOVED TO AMEND THE MAIN MOTION TO AMEND LINE 148 TO DELETE THE NUMBER “4”, AMEND LINE 140 TO INSERT “(IMAGES AVAILABLE ON THE PUBLIC DOMAIN)”, AND LINE 197 TO INSERT “EXCLUDING TOWN BUILDING PERMITS”, SECONDED BY COUNCILOR THOMSON.

A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES 7/0.

A ROLL CALL VOTE WAS TAKEN ON THE MAIN MOTION WITH ALL IN FAVOR. MOTION PASSES 7/0.

c. (010214-5) The Kittery Town Council moves to consider and approve amendments to Council Rules, Section 15, Standing Committees, (B), the Ordinance Review Committee, regarding membership and duties.

Councilor Denault stated that the Ordinance Review Committee was already created and that he had just changed the wording. Chairperson Thomson indicated that ORC was currently dormant and the Town Manager had indicated that she would like to take a different approach by creating a standing review group that would meet every Monday to review various matters. Councilor Denault noted that since he had started there had been nothing but headaches with ordinances and thought that bringing ORC back to life might alleviate some problems. Councilor Thomson responded that ORC had gone into hibernation because Council had issues on whether the intent of the ordinance was being reworked and that he was hesitant to say that the Town Manager’s approach was not working and thought they should allow it some more time to grow. Councilor White stated he thought that the Town Manager’s effort was doing well and appreciated the sentiment of reviving ORC, but wanted to let the Town Manager absorb this information and possibly invite interested Councilors to participate. Councilor Dennett indicated that he was in support of this effort and that it would just be another set of eyes to double check matters.

COUNCILOR DENAULT MOVED TO APPROVE AMENDMENTS TO COUNCIL RULES, SECTION 15, STANDING COMMITTEES, (B), THE ORDINANCE REVIEW COMMITTEE, REGARDING MEMBERSHIP AND DUTIES, SECONDED BY COUNCILOR BRAKE.

Councilor Spiller stated she thought they should give the Town Manager an opportunity to get her group up to speed and that she was not a fan of ORC. Councilor Pelletier echoed Councilor Spiller’s comments.

UNAPPROVED MINUTES

126 **A ROLL CALL VOTE WAS TAKEN WITH COUNCILOR SPILLER,**
127 **COUNCILOR PELLETIER, COUNCILOR WHITE AND CHAIRPERSON THOMSON**
128 **OPPOSED. MOTION DOES NOT CARRY 3/4.**

129 13. NEW BUSINESS

130 a. (010314-2) The Kittery Town Council moves to accept a check in the amount of
131 \$9,250 representing the second installment for scholarships for Recreation Programs, to be
132 deposited in Acct. #5003-43600, York Hospital Scholarship.

133 **COUNCILOR PELLETIER MOVED TO ACCEPT A CHECK IN THE AMOUNT**
134 **OF \$9,250 REPRESENTING THE SECOND INSTALLMENT FOR SCHOLARSHIPS**
135 **FOR RECREATION PROGRAMS, TO BE DEPOSITED IN ACCT. #5003-43600, YORK**
136 **HOSPITAL SCHOLARSHIP, SECONDED BY COUNCILOR SPILLER, WITH ALL IN**
137 **FAVOR. MOTION PASSES 7/0.**

138 (010314-3) The Kittery Town Council moves to accept a check in the amount of
139 \$3,830.45 from the Clynk program, to be deposited in Acct. #5010-43600, Recycling
140 Scholarship.

141 **COUNCILOR BRAKE MOVED TO ACCEPT A CHECK IN THE AMOUNT OF**
142 **\$3,830.45 FROM THE CLYNK PROGRAM, TO BE DEPOSITED IN ACCT. #5010-**
143 **43600, RECYCLING SCHOLARSHIP, SECONDED BY COUNCILOR SPILLER, WITH**
144 **ALL IN FAVOR. MOTION PASSES 7/0.**

145 b. (010314-4) The Kittery Town Council moves to approve amending the Personnel
146 Positions – Classification Policy to include the two proposed job descriptions as presented for the
147 Kittery Community Center.

148 Chairperson Thomson stated that Council was asked not to act on this item that evening.

149 c. (010314-5) The Kittery Town Council moves to approve the disbursement warrants.

150 **COUNCILOR SPILLER MOVED TO APPROVE THE DISBURSEMENT**
151 **WARRANTS, SECONDED BY COUNCILOR BRAKE.**

152 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
153 **7/0.**

154 d. (010314-6) The Kittery Town Council moves to consider and approve amendments to
155 Council Rules, Section 12, Agenda, Item 15b – Town Manager's Report.

156 Councilor Denault indicated that he was looking to move the town manager's report from
157 the end of the meeting to the beginning of the agenda under Item 6 which was currently reserved.

UNAPPROVED MINUTES

158 He continued that the report contains lots of pertinent information and it could be beneficial for
159 Council and the public to hear it at the beginning of the meeting so people could ask questions of
160 her at that meeting.

161 **COUNCILOR DENAULT MOVED TO APPROVE AMENDMENTS TO**
162 **COUNCIL RULES, SECTION 12, AGENDA, ITEM 15B – TOWN MANAGER’S**
163 **REPORT, SECONDED BY COUNCILOR WHITE.**

164 Chairperson Thomson asked Town Manager Puff if her report had always been at the end
165 of meetings or if it had varied. Town Manager Puff indicated that she could not remember and it
166 did not matter much to her. She continued that the report was now posted online so residents
167 could read it and ask questions currently.

168 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
169 **7/0.**

170 e. (010314-7) The Kittery Town Council moves to sign a certificate of settlement in
171 accordance with 36 MRS 763 discharging Maryann Place as Tax Collector from further liability
172 or obligation to collect the balance due for the years 2005-2013.

173 **COUNCILOR SPILLER MOVED TO SIGN A CERTIFICATE OF**
174 **SETTLEMENT IN ACCORDANCE WITH 36 MRS 763 DISCHARGING MARYANN**
175 **PLACE AS TAX COLLECTOR FROM FURTHER LIABILITY OR OBLIGATION TO**
176 **COLLECT THE BALANCE DUE FOR THE YEARS 2005-2013, SECONDED BY**
177 **COUNCILOR BRAKE.**

178 Town Manager Puff indicated that there was currently a problem with the figures listed.
179 Chairperson Thomson indicated they would not take any action that evening.

180 f. (010314-8) The Kittery Town Council moves to recommit the 2005-2013 taxes to
181 Nancy Colbert Puff.

182 No action was taken.

183 g. (010314-9) The Kittery Town Council moves to appoint a representative to meet with
184 the Chair of the Parks Commission to interview Denise Payne for her appointment as a full
185 member until May 3, 2016.

186 **COUNCILOR SPILLER MOVED TO APPOINT COUNCILOR PELLETIER TO**
187 **MEET WITH THE CHAIR OF THE PARKS COMMISSION TO INTERVIEW DENISE**
188 **PAYNE FOR HER APPOINTMENT AS A FULL MEMBER UNTIL MAY 3, 2016,**
189 **SECONDED BY COUNCILOR PELLETIER.**

UNAPPROVED MINUTES

190 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
191 **7/0.**

192 h. (010314-10) The Kittery Town Council moves to appoint to David Lincoln to the
193 Parks Commission as a full member until 5/3/14.

194 **COUNCILOR DENAULT MOVED TO APPOINT DAVID LINCOLN TO THE**
195 **PARKS COMMISSION AS A FULL MEMBER UNTIL 5/3/14, SECONDED BY**
196 **COUNCILOR BRAKE.**

197 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
198 **7/0.**

199 i. (010314-11) The Kittery Town Council moves to approve the renewal application
200 from Loco Coco's Tacos Corp. for a Malt, Spirituous and Vinous Liquor License for Loco
201 Coco's Tacos, 36 Walker Street, Kittery.

202 **COUNCILOR SPILLER MOVED TO APPROVE THE RENEWAL**
203 **APPLICATION FROM LOCO COCO'S TACOS CORP. FOR A MALT, SPIRITUOUS**
204 **AND VINOUS LIQUOR LICENSE FOR LOCO COCO'S TACOS, 36 WALKER**
205 **STREET, KITTERY, SECONDED BY COUNCILOR PELLETIER.**

206 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
207 **7/0.**

208 j. (010314-12) The Kittery Town Council moves to sign a Release Deed, releasing a
209 2010 tax lien to Theresa Crowley of Dover, New Hampshire for property located at 6-8 Boush
210 Street, Kittery, Tax Map 15, Lot 56.

211 **COUNCILOR PELLETIER MOVED TO SIGN A RELEASE DEED, RELEASING**
212 **A 2010 TAX LIEN TO THERESA CROWLEY OF DOVER, NEW HAMPSHIRE FOR**
213 **PROPERTY LOCATED AT 6-8 BOUSH STREET, KITTERY, TAX MAP 15, LOT 56,**
214 **SECONDED BY COUNCILOR SPILLER.**

215 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
216 **7/0.**

217 k. (010314-13) The Kittery Town Council moves to appoint a representative to meet
218 with the Chair of the Conservation Commission to interview Donald Moore for his re-
219 appointment to that board until 5/31/16.

220 **COUNCILOR DENNETT MOVED TO WAIVE COUNCIL RULES AND**
221 **REAPPOINT DONALD MOORE TO THE CONSERVATION COMMISSION FOR A**
222 **TERM ENDING 5/31/16, SECONDED BY COUNCILOR SPILLER.**

UNAPPROVED MINUTES

223 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION**
224 **PASSES 7/0.**

225 l. (010314-14) The Kittery Town Council moves to sign a construction overlimit permit
226 to allow the contractor to transport construction equipment that exceeds legal weight limits over
227 municipal roads for MDOT Project No. 019283, US Route 1 Bypass and Route 236, Overpass
228 Bridge Replacement.

229 **COUNCILOR SPILLER MOVED TO SIGN A CONSTRUCTION OVERLIMIT**
230 **PERMIT TO ALLOW THE CONTRACTOR TO TRANSPORT CONSTRUCTION**
231 **EQUIPMENT THAT EXCEEDS LEGAL WEIGHT LIMITS OVER MUNICIPAL**
232 **ROADS FOR MDOT PROJECT NO. 019283, US ROUTE 1 BYPASS AND ROUTE 236,**
233 **OVERPASS BRIDGE REPLACEMENT, SECONDED BY COUNCILOR BRAKE WITH**
234 **ALL IN FAVOR. MOTION PASSES 7/0.**

235 m. (010314-15) The Kittery Town Council moves to discuss the appointment of
236 members to the Economic Development Committee.

237 Town Clerk Place indicated that after review, it was her understanding that members
238 could be appointed without interviews.

239 **COUNCILOR DENNETT MOVED TO REAPPOINT JOHN CARLSON AND**
240 **STEVE KOSACZ AND APPOINT GARY BEERS AND PATRICK TREVINO TO THE**
241 **ECONOMIC DEVELOPMENT COMMITTEE FOR TERMS ENDING 12/31/14,**
242 **SECONDED BY COUNCILOR WHITE.**

243 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR. MOTION PASSES**
244 **7/0.**

245 n. (010314-16) The Kittery Town Council moves to approve the request from Suzanne
246 Kuehl to collect signatures for Eliot Cutler at the Recycling Resource Recovery Facility on
247 Saturday, February 8, 2014 from 9:00 a.m until noon in the designated area(s).

248 **COUNCILOR PELLETIER MOVED TO APPROVE THE REQUEST FROM**
249 **SUZANNE KUEHL TO COLLECT SIGNATURES FOR ELIOT CUTLER AT THE**
250 **RECYCLING RESOURCE RECOVERY FACILITY ON SATURDAY, FEBRUARY 8,**
251 **2014 FROM 9:00 A.M. UNTIL NOON IN THE DESIGNATED AREA(S), SECONDED**
252 **BY COUNCILOR SPILLER.**

253 **A ROLL CALL VOTE WAS TAKEN WITH ALL IN FAVOR.**

UNAPPROVED MINUTES

254 e. Town Manager Puff indicated that the total on the settlement certificate had been fixed.
255 Councilor Dennett indicated that he thought that it should be reviewed as it was very important
256 to get the total correct.

257 **COUNCILOR DENNETT MOVED TO POSTPONE ACTION ON ITEMS 13 E &**
258 **F UNTIL THE MEETING SCHEDULED FOR 2/10/14, SECONDED BY COUNCILOR**
259 **DENAULT WITH ALL IN FAVOR. MOTION PASSES 7/0.**

260 14. COUNCILOR ISSUES OR COMMENTS

261 Councilor Dennett indicated that Councilor White did not think he had been appointed to
262 the EDC. He continued that after some review, it was confirmed that Councilor White had only
263 been appointed to the Comprehensive Plan Committee and was never appointed to the EDC
264 contrary to what town documents stated.

265 Councilor Denault stated that Kittery had adopted a no tolerance policy with regard to out
266 of vehicles registering their vehicles in Kittery. He continued there was still a problem with this
267 in town and wanted an update from the Police Department on how they were doing.

268 Councilor Denault indicated that he had felt blindsided as there was a lot of information
269 that Council was not getting. He stated he wanted to be informed of issues in town and in the
270 school in a timely manner.

271 Councilor Spiller stated she would like to see the Shared Services Committee expand
272 their role to look at inter-municipal agreements and serve as a sounding board. She continued if
273 Council was interested in seeing an expanded charge, she and Councilor Denault would be happy
274 to bring one forward.

275 Councilor Spiller indicated she would like to have a workshop on the FEMA maps.

276 Councilor Spiller noted that anyone whose health could be compromised by the cold
277 weather should contact the police department or fire department and let them know.

278 Councilor White stated he was happy to see that the Brownsfield Grant had moved
279 forward.

280 Councilor White noted that he wanted to push to move forward with putting information
281 relative to the boards and committees in town on the website and that he thought it was very
282 important to let residents have access to that information.

283 15. COMMITTEE AND OTHER REPORTS

284 a. Communications from the Chairperson –

UNAPPROVED MINUTES

285 Chairperson Thomson indicated that on 2/3 there would be another Foreside forum and
286 there would be an email going out to the previous attendees with the town manager's initial work
287 plan.

288 Chairperson Thomson stated he would like to have a workshop with the Rice Library
289 because he wanted to find out where they were going as there were significant tax payer funds
290 involved.

291 b. Town Manager's Report –

292 Town Manager Puff stated relative to the Sowerby property, that she had discussed the
293 fencing issue with the police chief and had instructed Mr. Sowerby to move forward with it and
294 to give a key to the police department.

295 Town Manager Puff indicated relative to the FEMA maps, that the Planning Department
296 had sent a letter to the 75 properties affected by the change and they would be putting up a copy
297 on the website.

298 Town Manager Puff noted that the Brownsfield Grant had been submitted on January
299 22nd and thanked the Planning Department for their hard work.

300 Town Manager Puff stated that she had established an internal review group and they
301 were trying to improve documents before they got to Council.

302 Town Manager Puff noted there was a sewer break on Walker Street and the response by
303 the Sewer Department and Police Department was tremendous. She continued that the break had
304 been caused by acidic wastewater and they had temporarily fixed the problem. Town Manager
305 Puff said that Mr. Kathios was looking at a permanent fix and Council should expect a proposal
306 to fund the permanent fixes at some point in the future.

307 Town Manager Puff stated relative to the 112 Manson Avenue property, that the building
308 permit had been issued in October of 2013. She continued that the fire debris had been removed
309 and the old structure had been demolished. Town Manager Puff said that construction had begun
310 and would be completed in the next couple of months.

311 Town Manager Puff noted relative to the 2-4 Old Post Road property, that a notice of
312 violation had been issued on October 23, 2013. She continued that the debris on the property
313 was the result of a motor vehicle accident where a vehicle hit the porch. Town Manager Puff
314 stated that the matter was still in the Court and it appeared that the repairs would be the
315 obligation of the driver. She continued that the owners were given an extension until June 1st to
316 bring the property into compliance.

UNAPPROVED MINUTES

317 Town Manager Puff indicated that her intern, Devin Draker, was no longer with her. She
318 noted that he had been a big help with the town website and that she would continue to work on
319 the website. Town Manager Puff noted stated that it helped to receive comments and
320 suggestions from Council.

321 Town Manager Puff noted that Council had received a copy of the 2013 audit and could
322 arrange for the auditor to come and walk them through the document. She continued that she
323 was preparing an RPF for a new auditor.

324 Town Manager Puff stated that the search for the DPW Commissioner was ongoing and
325 they had received numerous resumes and were ready to start interviewing.

326 Town Manager Puff indicated relative to the John Paul Jones Park, that Kittery had
327 submitted a proposal to take over the management and ownership of the park and the State had
328 an internal comment period, and that period would be ending the next day so they expected to
329 hear more in the near future.

330 c. Committee Reports –None

331 16. EXECUTIVE SESSION – None

332 17. ADJOURNMENT

333 **COUNCILOR SPILLER MOVED TO ADJOURN, SECONDED BY COUNCILOR**
334 **WHITE WITH ALL IN FAVOR. MEETING ADJOURNED AT 9:09 P.M.**

335

336

337

TOWN OF KITTERY, MAINE

SEWER DEPARTMENT

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 439-4646

REPORT TO TOWN COUNCIL

Meeting Date: 2/10/2014
From: George Kathios
Subject: Pipe Repair through Alternative Procurement
Councilor Sponsor: Charles Denault

EXECUTIVE SUMMARY

Request for authorization, through Alternative Procurement Method under Title 3.2.7, for the Purchasing Agent/Town Manager to enter into a contract for permanent repair of a sewer pipeline and manholes on Walker Street from Otis Avenue to US Rte. 1, with Layne Inliner, LLC in order to permanently repair the severely compromised pipe that collapsed on January 19, 2014.

STATEMENT OF NEED

When the pipe collapsed on January 19th, the pipe was excavated and observed. It was clearly evident that it was in dire need of replacement or permanent repair. At that time temporary repairs were completed to allow the system to operate on a temporary basis.

BACKGROUND

Layne (formerly Reynolds Pipe Lining) has proven to be a reliable and quality contractor, winning the last and largest relining project in Town. They were the lowest bidder for the Admiralty Village pipe lining project.

FACTS BEARING ON THE EQUATION

In my opinion, there is not enough time to have this emergency repair undertaken as a formal design (preparation of plans and specifications) and bid, which would likely take three months. Action has to be taken to complete a permanent repair as soon as possible, with assurance that we receive competitive pricing.

CURRENT SITUATION

The pipeline on Walker Street from Otis Avenue to US Rte. 1 is now in operation, through the temporary repair, to accept flow from Building 292, located on the Portsmouth Naval Shipyard, as well as Kittery's Pump Station # 3. Failure to permanently repair the gravity line in the fastest time possible could result in another collapse, causing additional flood damage to residences in the nearby neighborhood.

PROPOSED SOLUTION/RECOMMENDATION

That the Council authorize the Purchasing Agent/Town Manager to sign a contract with Layne Inliner, LLC to complete the permanent repair through the Alternative Procurement method.

RATIONALE FOR THE PROPOSED SOLUTION (INCLUDING COSTS)

Layne Inliner, LLC has done extensive identical work in Kittery through competitive bids, and has a proven work history at very competitive pricing. In the attached document is the Layne price proposal per linear foot and an evaluation of the price proposal by Kleinfelder.

RE: Kittery CIPP Pricing

Layne gave us 76\$/lf for 18" CIPP and 56\$/lf for 12" CIPP not including bypass pumping and police, which are to be provided by the town. It's most convenient to compare CIPP pricing in terms of dollars per linear foot inch diameter (\$/LF*in dia). For example our 18" CIPP price is 76\$/LF, divided by 18" dia, is \$4.22/LF*in dia. Likewise our 12" CIPP price works out to \$4.66/LF*in dia. In general these are very good prices, rule of thumb for CIPP pricing ranges from \$7-\$10/LF*in dia including bypass pumping.

The town's bypass costs, as we saw during the emergency work, are 175\$/hr per truck and 200\$/hr for a large truck. During the emergency work one large truck and three regular trucks were utilized, leading to a cost of 725 \$/hr. Police work is estimated at 50\$/hr.

Layne's estimate is that this work will be completed within two 12-hour shifts, for a total working time of 24 hours, requiring an additional \$18,600 in bypass trucking and police. Allotting four hours of that to the 12" and 20 hours to the 18", the respective costs are \$3,100 to bypass 206LF of 12" work and \$15,500 to bypass 1,020LF of 18" work, or an additional 1.25\$/LF*in dia on the 12" CIPP and 0.84\$/LF*in dia on the 18" CIPP.

Proposed prices for the CIPP work including bypass as provided by the town are then 5.06\$/LF*in dia for 18" and 5.91\$/LF*in dia for 12". These still compare favorably to the "rule of thumb" pricing.

What we have for recent bids received for 18" CIPP range from 4.72-5.17\$/LF*in dia, though these bids were for larger quantities in Hartford. Recent bids for 12" vary hugely from 3.17-25.42\$/LF*in dia in Cambridge and East Boston, for large and small quantities.

Layne's pricing is excellent based on the rule of thumb, and within the range of previous bids. I think we have a very competitive price.

Thanks,

Gus O'Leary, EIT
Staff Professional II
215 First Street
Suite 320
Cambridge, MA 02142

o| 617.497.7800
d| 617.498.4649
f| 617.498.4630



Report to Council – REVIEWED AND AMENDED by the Town Manager's Proposal Review Group from the report contained in Council packet dated January 13, 2014

Proposal: Create a Full-Time Assistant Early Childhood Supervisor/Head Teacher and create a Full-Time Lead Preschool Teacher

From: Janice Grady; Kittery Recreation Department Director

Date: January, 21 2014.

Executive Summary:

The "Eyes of the World Discovery Center" at the Kittery Community Center (KCC) is experiencing difficulty maintaining qualified head teachers. The Recreation Department proposes two personnel changes: 1) Change an existing PT Lead Teacher Assistant Early Childhood Supervisor/Head Teacher and make it a full time position, and 2) Make an existing part-time lead teacher into a full-time position.

We propose to accomplish this in FY 2014 with existing funds through the elimination of three part time positions, and a reduction in hours for the Café/Kitchen event staff person.

Statement of Need:

The Kittery Recreation Department is experiencing excessive turnover in head teacher positions. Consistency and continuity in the classroom is important to ensure a positive and quality experience for both the student and parents. The ability to offer full time lead teachers will support the continuity needed to reach this goal. One newly-created position will also serve in a supervisory capacity necessary to ensure the education staff maintains a quality and professional atmosphere.

Background:

The Kittery Recreation Department opened a preschool program in the summer of 2012. In an effort to limit costs for a first time program, part-time employees were hired pending the level of growth and our administrative learning curve of this endeavor. This program has done exceptionally well and now generates one third of the KCC revenue stream. The pre-school is in operation Monday through Friday from 7:00am to 6:00pm.

Facts Bearing on the Equation:

A meeting was held on October 15, 2013 with Acting Town Manager Maryann Place, Human Resource Director Betsy Oulton and Recreation Department Head Janice Grady regarding the turnover problem with head teachers. Three head teachers have resigned since July 2013. Discussion was centered about actions necessary to correct this situation with a consensus to begin upgrading the head

teacher positions from part time to full time. The Acting Town Manager approved increasing one of the incumbent part time head teachers to forty hours/week pending the adoption of a new job description and Council approval. This action has resulted in two of the three head teacher positions being full time. Last week, another part-time afternoon teacher resigned, which inspired this proposal to create an additional full-time lead teacher.

Current Situation:

The Recreation Department has a head teacher/supervisor working a full time forty hour work week without an approved job description and benefit package.

Following is a summary of the estimated funding involved with these proposals:

FY 2014 Eyes of the World Discovery Center - Proposed Personnel Changes	Funds available	Additional Cost
PT Lead Teacher to Asst. Supervisor/Head Teacher FT	\$ 7,540.00	\$ 12,000.00
interim cost Nov.-Jan. add'l 11 hrs/wk		\$ 1,716.00
Afternoon Pre-School Asst. (eliminated)	\$ 5,125.00	
Office Asst./Substitute Teacher (eliminated)	\$ 9,048.00	
Kitchen/café event (planned savings)	\$ 843.00	
Estimated Benefits (5 mos)		8,840.00
	\$ 22,556.00	\$ 22,556.00
 New Lead Teacher (PT to FT)	 \$ 7,540.00	 \$ 10,400.00
Afternoon Preschool Assistant (eliminated)	\$ 4,100.00	
Kitchen/café event (planned savings)	\$ 7,488.00	
Estimated Benefits (5 mos)		\$ 8,728.00
	\$ 19,128.00	\$ 19,128.00

Proposed Solution/Recommendation:

Town Council act to create a full time Assistant Early Childhood Supervisor/Head Teacher position and a full-time Lead Preschool Teacher position by amending Title 2, Administration and Personnel, Chapter 2.4 Personnel Positions Established and Chapter 2.5, Compensation, of the Kittery Town Code.

Also, act to approve the job descriptions for an Assistant Early Childhood Supervisor/Head Teacher position and a Lead Preschool Teacher within the Recreation Department.

Title 2 Administration and Personnel
Chapter 2.4 Personnel Positions Established

Article IV. Recreation Department

2.4.4.10 Assistant Early Childcare Supervisor/Head Teacher

The purpose of this full time position is to assist in the planning, organization, implementation and coordination of services of the early childcare program for the Kittery Community Center as well as serving as a head teacher.

2.4.4.11 Lead Preschool Teacher

The purpose of this full time position is to provide preschool children with professional, educational and creative experiences both in the inside classroom and in the outdoor classroom. Lead Teachers will instill a love of learning in their students and focus on working with the individual student to learn at his or her own pace.

Chapter 2.5 COMPENSATION

<u>Position</u>	<u>Established By</u>
2.4.4.10 Assistant Early Childcare Supervisor/Head Teacher	Union Contract
2.4.4.11 Lead Preschool Teacher	Union Contract

1 **TITLE 2 AMENDMENT, CHAPTER 2.4 Personnel Positions Established and CHAPTER 2.5**
2 **Compensation**
3

4 **AN ORDINANCE** relating to Title 2, Personnel Positions Established of the Kittery Town Code
5 sections addressing new job descriptions, by amendment and revision to the Town Code.
6

7 **WHEREAS**, The Kittery Town Council is authorized to enact this Ordinance, as specified in
8 Section 2.07 (3) of the Town Charter and 30-A M.R.S. §3001, pursuant to its powers that
9 authorize the town, under certain circumstances, to provide for the public health, safety and
10 welfare, not intending for this Ordinance to conflict with any existing state or federal laws; and
11

12 **WHEREAS**, the Town Council intends, through the amendment of this Ordinance, to implement
13 new job descriptions; and
14

15 **NOW THEREFORE**, IN ACCORDANCE WITH TITLE 30-A, M.R.S. §3001, AND TOWN
16 CHARTER SECTION 2.14:
17

18 **THE TOWN OF KITTERY HEREBY ORDAINS THE FOLLOWING ORDINANCE TO BE**
19 **CODIFIED IN THE TOWN CODE, AMENDING TITLE 2, CHAPTER 2.4, and CHAPTER 2.5 AS**
20 **PRESENTED.**
21

22 **Approved as to form:** {NAME}, Town Attorney
23

24 **INTRODUCED** and read in a public session of the Town Council on the ___ day of _____,
25 20____, by: _____ {NAME} Motion to approve by
26 Councilor _____ {NAME}, as seconded by Councilor _____
27 {NAME} and passed by a vote of _____-.
28

29 **THIS ORDINANCE IS DULY AND PROPERLY ORDAINED** by the Town Council of Kittery,
30 Maine on the ___ day of _____, 20____, _____ {NAME}, Chairperson
31

32 **Attest:** {NAME}, Town Clerk
33

PERSONNEL POSITION-CLASSIFICATION POLICY

This plan is established as council policy, separate from the position establishment and general administration provisions contained in town code Title 2, Administration and Personnel, in order to retain flexibility with position duties and responsibilities.

The town of Kittery is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the town will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

Sections:

Article I. Administration

- 1.1 Town manager.**
- 1.2 Town clerk/registrar of voters.**
- 1.3 Deputy town clerk/general assistance administrator.**
- 1.4 Assistant town clerk.**
- 1.5 Deputy treasurer.**
- 1.6 Accountant.**
- 1.7 Administrative clerk.**
- 1.8 Secretary to the town manager.**
- 1.9 Finance director.**
- 1.10 Shoreland/environmental resource officer**

Article II. Planning Department

- 2.1 Planner.**
- 2.2 Development staff assistant/assistant code enforcement officer/local plumbing inspector.**
- 2.3 Development staff clerk**
- 2.4 Assistant planner.**
- 2.5 Code enforcement officer.**
- 2.6 Building inspector.**

Article III. Assessing

- 3.1 Tax assessor.**

Article IV. Recreation Department

- 4.1 Recreation director/general manager.**
- 4.2 Secretary/bookkeeper.**
- 4.3 Assistant recreation director/assistant general manager.**
- 4.4 S.A.F.E. coordinator (Safe Alternatives for Enrichment).**
- 4.5 Program coordinator.**
- 4.6 Recreation supervisor**
- 4.7 Early childcare supervisor/head teacher**
- 4.8 Sports coordinator**
- 4.9 Head custodian**
- 4.10 Assistant Early Childcare Supervisor/Head Teacher**
- 4.11 Lead Preschool Teacher**

Article V. Police

- 5.1 Police chief.
- 5.2 Lieutenant.
- 5.3 Administrative assistant to chief of police.
- 5.4 Sergeant.
- 5.5 School Resource officer.
- 5.6 Court officer.
- 5.7 Detective
- 5.8 Juvenile officer.
- 5.9 Animal control officer.
- 5.10 Police officer.
- 5.11 Dispatcher.
- 5.12 Dispatcher/secretary.
- 5.13 Shellfish conservation warden

Article VI. Sewer Department

- 6.1 Superintendent of sewer services.
- 6.2 Utility billing bookkeeper/assistant tax collector.
- 6.3 Operator—Class I.
- 6.4 Operator—Class II.
- 6.5 Chief plant operator.
- 6.6 Laboratory technician level I or II.
- 6.7 Maintenance worker.

Article VII. Public Works

- 7.1 Commissioner.
- 7.2 Administrative assistant.
- 7.3 Foreman.
- 7.4 Driver/laborer II.
- 7.5 Mechanic.
- 7.6 Mechanic assistant/operator.
- 7.7 Equipment operator.

Article VIII. Fire Department

- 8.1 Fire chief.
- 8.2 Assistant chief.
- 8.3 Deputy chief.
- 8.4 Captain.
- 8.5 Lieutenant.

Job Description

Position Title: 4.10 Assistant Early Childcare Supervisor/Head Teacher

Classification: Non-Exempt

Reports To: Early Childcare Supervisor/Head Teacher

Purpose of Position:

The purpose of this full time position is to assist in the planning, organization, implementation and coordination of services of the early childcare program for the Kittery Community Center as well as serving as a head teacher.

Essential Job Functions:

- Serve as head teacher of a preschool class room
- Supervise the afternoon childcare staff
- Assist in development and implementation of an appropriate preschool program for young children. Plan weekly curriculum for staff to follow
- Assist in planning, staffing and managing all of the preschool age programs including summer camp and toddler day care
- Assist in hiring, training and providing direct supervision for childcare staff and maintaining all necessary personnel records
- Assist in developing policies and procedures for the general administration of the early childcare program
- Assist in completing paperwork and entering weekly payments into the computer
- Ensure equipment and the facility is clean, well maintained and safe at all times
- Provide weekly and monthly schedules of activities
- Be familiar with emergency procedures including CPR and First Aid
- Ensure children are supervised at all times
- Clearly and effectively communicate with children, parents, staff and community members
- Ensure the preschool program conforms to federal, state and local rules, regulations and licensing requirements

Additional Duties and Responsibilities:

- Interact with the children during indoor and outdoor activities
- Complete and maintain all required forms, records and reports, as needed
- Maintain documentation of all in-service trainings required for staff
- Maintain appropriate staff to children ratio, as per licensing requirement

The responsibilities outlined above cannot encompass or define all tasks, which may be required by this position. The outline of responsibilities given above may, therefore, vary from time to time without changing the level of responsibility.

Minimum Qualifications:

- Must be at least 21 years of age
- Must meet ONE of the following criteria:
 - A Bachelor of Science/Bachelor of Arts (BS/BA) in Early Childhood Education
 - An Associate in Science/Associate in Arts (AS/AA) in Early Childhood Education and three (3) years direct childcare experience
 - AS/AA in a related field with eighteen (18) credit hours in Early Childhood Education and three (3) years direct childcare experience
 - BS/BA in a related field with eighteen (18) credit hours in Early Childhood Education and three (3) years direct childcare experience
 - Child Development Associate (CDA) as awarded by the CDA National Credentialing Program with five (5) years direct childcare experience
 - Seven (7) years experience and one hundred eighty (180) hours of training in healthy, safe environment, child development, observation and assessment, developmentally appropriate practices, guidance, relationships with families, individual and cultural diversity or business and professional development, childcare, early childcare education, topics related to a child care facility, or other subjects related to the age or characteristics of children for whom care is planned.
- Must possess a valid driver's license.
- Must be able to operate a variety of machines and equipment, including, but not limited to, computer, telephone, facsimile machine and adding machine.
- CPR and first aid certifications are required

Knowledge, Abilities and Skills

- Knowledge of basic needs, care and what is in the best interest of toddlers
- Knowledge of recreation activities suitable for pre-school age children
- Ability to supervise staff, maintain cooperative relations and communicate effectively with other staff, children and parents
- Excellent communication and organizational skills
- Successful background, criminal records (including fingerprinting) and reference checks

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to stand, walk, sit, climb stairs, bend, stoop, pull and push
- Must be able to spend long periods of time standing
- Must be able to lift and carry up to 70 lbs.

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor.

Job Description

Position Title: 4.11 Lead Preschool Teacher

Classification: Non-Exempt

Reports To: Early Childcare Supervisor/Head Teacher

Purpose of Position:

The purpose of this full time position is to provide preschool children with professional, educational and creative experiences both in the inside classroom and in the outdoor classroom. Lead Teachers will instill a love of learning in their students and focus on working with the individual student to learn at his or her own pace.

Essential Job Functions:

- Teach a class with a maximum of sixteen (16) students, year round
- Plan daily activities and lesson plans that correspond with the curriculum
- Help students explore the world around them
- Maintain a safe and healthy environment
- Plan healthy snacks daily
- Plan art, music, and movement activities
- Provide supervisor with a list of necessary supplies when needed
- Use appropriate behavior management and classroom discipline
- Attend all staff meetings
- Attend trainings, as necessary
- Establish consistent communication with parents and children
- Schedule parent teacher conferences twice a year and provide parents with a progress report twice a year
- Monitor classroom behavior; recognize and adapt to issues
- Additional tasks may be assigned to meet the needs of the school

The responsibilities outlined above cannot encompass or define all tasks, which may be required by this position. The outline of responsibilities given above may, therefore, vary from time to time without changing the level of responsibility.

Minimum Qualifications:

- Must be at least 21 years of age
- Must meet ONE of the following criteria:
 - A Bachelor of Science/Bachelor of Arts (BS/BA) in Early Childhood Education
 - An Associate in Science/Associate in Arts (AS/AA) in Early Childhood Education and three (3) years direct childcare experience

- AS/AA in a related field with eighteen (18) credit hours in Early Childhood Education and three (3) years direct childcare experience
- BS/BA in a related field with eighteen (18) credit hours in Early Childhood Education and three (3) years direct childcare experience
- Child Development Associate (CDA) as awarded by the CDA National Credentialing Program with five (5) years direct childcare experience
- Seven (7) years experience and one hundred eighty (180) hours of training in healthy, safe environment, child development, observation and assessment, developmentally appropriate practices, guidance, relationships with families, individual and cultural diversity or business and professional development, childcare, early childcare education, topics related to a child care facility, or other subjects related to the age or characteristics of children for whom care is planned.
- Must possess a valid driver's license
- Must be able to operate a variety of machines and equipment, including, but not limited to, computer, telephone, facsimile machine and adding machine
- CPR and first aid certifications are required

Knowledge, Abilities and Skills

- Knowledge of basic needs, care and what is in the best interest of toddlers
- Knowledge of recreation activities suitable for pre-school age children
- Ability to maintain cooperative relations and communicate effectively with other staff, children and parents
- Excellent communication and organizational skills
- Successful background, criminal records (including fingerprinting) and reference checks

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to stand, walk, sit, climb stairs, bend, stoop, pull and push
- Must be able to spend long periods of time standing
- Must be able to lift and carry up to 70 lbs.

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor.

Certificate of Settlement
State of Maine

County of York ss.

To Maryann Place, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2005-2006 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 16,745,624.00	
2. Supplemental commitments totaling	-	
3. Interest:	-	
4. A grand total of:		<u>16,745,624.00</u>
5. Cash payments	16,569,521.87	
6. Abatements granted	-	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	173,671.66	
8. Other credits	-	
9. A net total of		<u>16,743,193.53</u>
10. Balance due of		<u>2,430.47</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$2,430.47

and acknowledge receipt of the tax lists for the taxable year 2005-2006.

Given under our hands this 10th day of February A.D. 2014.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Maryann Place, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2006-2007 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 17,521,325.00	
2. Supplemental commitments totaling	-	
3. Interest:	-	
4. A grand total of:		<u>17,521,325.00</u>
5. Cash payments	17,302,677.34	
6. Abatements granted	17,836.73	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	197,940.51	
8. Other credits	-	
9. A net total of		<u>17,518,454.58</u>
10. Balance due of		<u>2,870.42</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$2,870.42

and acknowledge receipt of the tax lists for the taxable year 2006-2007.

Given under our hands this 10th day of February A.D. 2014.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Maryann Place, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2007-2008 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 18,310,436.20	
2. Supplemental commitments totaling	-	
3. Interest:	-	
4. A grand total of:		<u>18,310,436.20</u>
5. Cash payments	18,085,516.80	
6. Abatements granted	5,812.80	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	216,919.08	
8. Other credits	-	
9. A net total of		<u>18,308,248.68</u>
10. Balance due of		<u>2,187.52</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$2,187.52

and acknowledge receipt of the tax lists for the taxable year 2007-2008.

Given under our hands this 10th day of February A.D. 2014.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Maryann Place, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2008-2009 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 18,633,804.00	
2. Supplemental commitments totaling	-	
3. Interest:	-	
4. A grand total of:		<u>18,633,804.00</u>
5. Cash payments	18,366,637.18	
6. Abatements granted	9,259.40	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	252,622.48	
8. Other credits	-	
9. A net total of		<u>18,628,519.06</u>
10. Balance due of		<u>5,284.94</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$5,284.94

and acknowledge receipt of the tax lists for the taxable year 2008-2009.

Given under our hands this 10th day of February A.D. 2014.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Maryann Place, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2009-2010 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 18,969,351.00	
2. Supplemental commitments totaling	8,700.03	
3. Interest:	-	
4. A grand total of:		<u>18,978,051.03</u>
5. Cash payments	18,657,365.39	
6. Abatements granted	3,953.68	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	308,485.32	
8. Other credits	-	
9. A net total of		<u>18,969,804.39</u>
10. Balance due of		<u>8,246.64</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$8,246.64

and acknowledge receipt of the tax lists for the taxable year 2009-2010.

Given under our hands this 10th day of February A.D. 2014.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Maryann Place, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2010-2011 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 18,403,033.00	
2. Supplemental commitments totaling	-	
3. Interest:	-	
4. A grand total of:		<u>18,403,033.00</u>
5. Cash payments	18,105,011.08	
6. Abatements granted	6,372.12	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	290,576.10	
8. Other credits	-	
9. A net total of		<u>18,401,959.30</u>
10. Balance due of		<u>1,073.70</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$1,073.70

and acknowledge receipt of the tax lists for the taxable year 2010-2011.

Given under our hands this 10th day of February A.D. 2014.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Maryann Place, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2011-2012 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 19,755,089.19	
2. Supplemental commitments totaling	-	
3. Interest:	-	
4. A grand total of:		<u>19,755,089.19</u>
5. Cash payments	19,472,353.58	
6. Abatements granted	2,027.26	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	278,371.35	
8. Other credits	-	
9. A net total of		<u>19,752,752.19</u>
10. Balance due of		<u>2,337.00</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$2,337.00

and acknowledge receipt of the tax lists for the taxable year 2011-2012.

Given under our hands this 10th day of February A.D. 2014.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Maryann Place, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2012-2013 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 20,826,248.19	
2. Supplemental commitments totaling	-	
3. Interest:	-	
4. A grand total of:		<u>20,826,248.19</u>
5. Cash payments	20,540,346.46	
6. Abatements granted	2,221.05	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	272,592.67	
8. Other credits	-	
9. A net total of		<u>20,815,160.18</u>
10. Balance due of		<u>11,088.01</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$11,088.01

and acknowledge receipt of the tax lists for the taxable year 2012-2013.

Given under our hands this 10th day of February A.D. 2014.

Municipal Officers of The Town of Kittery, Maine

Certificate of Settlement
State of Maine

County of York ss.

To Maryann Place, Tax Collector of the municipality of Kittery within this County:

We hereby certify that the 2013-2014 taxes committed to you consisting of :

1. Real and Personal Tax commitments	\$ 21,266,252.92	
2. Supplemental commitments totaling	-	
3. Interest:	-	
4. A grand total of:		<u>21,266,252.92</u>
5. Cash payments	7,354,077.76	
6. Abatements granted	13,973.47	
7. Tax lien mortgages (recorded in the York County Registry of Deeds)	-	
8. Other credits	-	
9. A net total of		<u>7,368,051.23</u>
10. Balance due of		<u>13,898,201.69</u>

Under the authority contained in MRSA, Title 36, section 763, as amended, we hereby discharge
you from further liability or obligation to collect the balance due of \$13,898,201.69

and acknowledge receipt of the tax lists for the taxable year 2013-2014.

Given under our hands this 10th day of February A.D. 2014.

Municipal Officers of The Town of Kittery, Maine

CERTIFICATE OF RECOMMITTMENT

COUNTY OF York ss. STATE OF MAINE

To Nancy Colbert Puff, the Collector of the Municipality

of Kittery

Herewith are committed to you true lists of the assessments of the Estates of the persons therein named; you are to levy and collect the same, of each on of his/her respective amount, therein set down, of the sum total \$ 13,933,720.39* (being the yet uncollected amount of the lists contained herein), according to the tenor of the foregoing warrant.

Given under our hands this 10th day of February, 2014

Assessor(s) (Municipal Officers in a primary assessing area)

*

2005-2006	2,430.47
2006-2007	2,870.42
2007-2008	2,187.52
2008-2009	5,284.94
2009-2010	8,246.64
2010-2011	1,073.70
2011-2012	2,337.00
2012-2013	11,088.01
2013-2014	13,898,201.69

MAINE ALPHA DELTA KAPPA EPSILON CHAPTER

52-143/112
043009621

449

DATE

12/19/13

PAY TO THE
ORDER OF

Kiley Community Center

\$100.00

DOLLARS

MP

Ocean
National

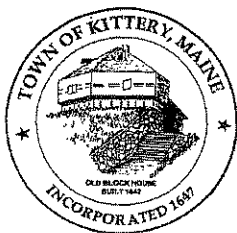
MEMO description

Bill Gould

001120143210430096210444

2063-413600

Kiley Recreation



OFFICE OF THE TOWN CLERK
TOWN OF KITTERY, MAINE

200 Rogers Road
Kittery, ME 03904
Telephone: (207) 439-0452
Fax: (207) 439-6806

JAN 30 2014
BY: 4:30 pm

PLEASE CHECK APPROPRIATE SQUARE:

☒ **APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS**

☒ **APPLICATION FOR APPOINTMENT FROM ALTERNATE TO
FULL MEMBER**

NAME: Joyce A. Tobey

RESIDENCE: 167 Rogers Road, Kittery, Me. 03904

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: NONE

TELEPHONE NUMBERS: (HOME) 439-6334 ^{Cell} (WORK) 207-752-6122

PRESENT POSITION: Mary Safford Wildes Trust

PLEASE CHECK APPROPRIATE SQUARE:

- | | | |
|---|---|---|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Port Authority | <input checked="" type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Comm. |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Other _____ |

COMMENTS: _____

Joyce A. Tobey
SIGNATURE OF APPLICANT

1-30-14
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

FEB 04 2016
5:45 pm

APPLICATION FOR APPOINTMENT TO TOWN BOARDS

NAME: GEORGE DOW

RESIDENCE: 1 BARTLET ROAD, KITTERY ME 03905

MAILING (if different) _____

E-MAIL ADDRESS: JOMCONSULT@COMCAST.NET PHONE #: (Home) 439-7866 (Work) 603-339-8468

Please check your choices and list in order of priority by marking 1,2,3, etc.:

- | | |
|--|--|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Board of Assessment Review |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Comprehensive Plan Update Committee | <input type="checkbox"/> Shellfish Conservation Committee |
| <input type="checkbox"/> Recycling Scholarship Selection Committee | <input checked="" type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Port Authority | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Other _____ |

EDUCATION/TRAINING: BS. Business/Finance, MBA Global Mgmt
CEC. FINANCE (Completion 6/30/14)

RELATED EXPERIENCE (Including other Boards and Commissions) _____

Drews Term on Council I served as the Council Rep
on the EDC.

PRESENT EMPLOYMENT: TD Bank

ARE YOU A REGISTERED VOTER OF THE TOWN OF KITTERY ☒ Yes ☐ No

ANY KNOWN CONFLICT OF INTEREST: No

REASON FOR APPLICATION TO THIS BOARD: COMMUNITY SERVICE/INVOLVEMENT
IN THE GROWTH OF KITTERY

I HAVE ☒ HAVE NOT ☐ ATTENDED AT LEAST TWO MEETINGS OF THE BOARD FOR WHICH APPLICATION IS BEING MADE. I AGREE TO ATTEND ALL MEETINGS, EXCEPT FOR SICKNESS OR EMERGENCY, AND WILL ADVISE THE CHAIRPERSON WHEN I AM UNABLE TO ATTEND, IF APPOINTED.

George Dow
SIGNATURE OF APPLICANT

2/4/14
DATE